

Overview of EPA's Voluntary Early Retirement Authority and Voluntary Separation Incentive Payments Programs 2014-2017

VERA/VSIP 2017

In April 2017, the agency announced that it was initiating an early out/buyout program targeted for completion by the end of September 2017. The agency's business case for requesting VERA/VSIP focused on improving overall efficiency and effectiveness across the enterprise.

Twenty-two of the agency's program/regional offices participated in the effort (all EPA offices except for the Office of the Inspector General). A total of 3,669 positions were targeted (25% of the workforce) with a maximum of 1,226 offers to be made (8% of the workforce) (see attachment 1). The top five targeted occupations based on maximum offers to be made were environmental protection specialists (178), physical scientists (148), management and program analysts (130), environmental engineers (99) and miscellaneous administration and program support (70).

The agency received final OPM/OMB approval on July 10, 2017 (see attachment 2). Two amendments to the authority were requested by the agency and approved by OPM: (1) an allocation flexibility across organizations within a regional/program office and (2) an adjustment to the Office of Water's targeted positions (see attachment 3 for requests and approvals).

A total of 374 employees departed the agency on or prior to September 2, 2017; two additional employees will depart on September 30, 2017. The costs for the 376 departing employees are as follow:

- Total Cost: \$9,398,910.00
- 374 employees received full \$25K
- Two employees received less than \$25K
 - Region 3: \$24,382.00
 - Region 6: \$24,528.00

VSIP payments are computed based on the severance an employee would be entitled to receive in accordance with federal law, with a \$25,000 maximum.

VERA/VSIP 2014-15

Two rounds of enterprise-wide VERA/VSIP were conducted previously by the agency (see attachment 4 spreadsheet). The first round included nineteen program/regional offices and resulted in 456 employees departing the agency in April 2014. The EPA paid early-out/buyout incentives of about \$11.3 million and annual leave payments of \$4.9 million, for a total of approximately \$16.2 million.

A second round of the VERA/VSIP program followed shortly thereafter that included ten regional/program offices. A total of 226 employees separated from the agency in early 2015. The EPA paid early-out/buyout incentives of about \$5.6 million and annual leave payments of \$2.2 million, for a total of approximately \$7.8 million.

OIG Audits of EPA's VERA/VSIP Activities

In November 2014, the OIG initiated an audit of EPA's Round 1 VERA/VSIP program to examine workforce restructuring goals, their consistency across offices and progress made to date. In their report (see attachment 5) the OIG made two recommendations to the AA for OARM:

1. monitor the remaining VERA-VSIP activities and
2. determine the value of VERA-VSIP as a workforce tool.

OARM concurred with both recommendations and provided sufficient corrective actions, which have been completed. The corrective actions implemented served as our VERA/VSIP policing effort and included development and quarterly use of Strategic Hiring Templates to track status of all VERA/VSIP vacated positions (attachment 6), use of OPM's HRStat initiative to analyze and monitor restructuring of the workforce (attachment 7) and publication of a VERA-VSIP Impact Report (attachment 8), which details the effects of VERA-VSIP on the agency and provides information on subsequent hiring.

The OIG issued a second report during the course of their initial audit, *Quick Reaction Report: EPA Should Ensure Positions Vacated Under Buyouts Are Eliminated or Properly Filled*, which made a time-sensitive recommendation for improvements to how the EPA was filling positions vacated under VERA-VSIP authorities (see attachment 9). Of the 68 VERA/VSIP vacated positions examined by the OIG in this audit, a total of eight from two offices were found to have been directly backfilled (filled using the same position description as the vacated position). The Agency could have questioned the call on one of these positions but decided against this. Direct backfills violate the spirit of the buyout authorities which requires that VERA/VSIP vacated positions be either eliminated or restructured. The agency took immediate action, implementing a corrective action in the form of strategic hiring templates that were distributed to regions and program offices on a quarterly basis. These hiring templates were designed to track the status of positions vacated through the buyouts, so that positions targeted for elimination were not refilled and positions targeted for restructuring were filled using different position descriptions. The OIG positively supported our corrective action and immediately considered the issue resolved.

REGION 9 FY18 VERA/VSIP TALKING POINTS
PRE-OPM/OMB APPROVAL CONVERSATION WITH INDIVIDUAL EMPLOYEES
(Verbally deliver this information – Do not make copies for the employee)
July 23, 2018

- Region 9 is waiting for final approval from OPM and OMB to offer VERA/VSIP.
- All employees who are taking a VERA/VSIP must be separated from the agency by September 1, 2018. FERS retirement eligible candidates will want to retire no later than August 31, 2018.
- It is critical that separations occur NLT September 1, 2018, since the Agency has funds set aside this fiscal year. The maximum amount of the VSIP incentive remains \$25,000.
- Like FY17, this year's VERA/VSIP will result in a modest reduction of our workforce. The total number of VERA/VSIP being offered is 18.
- The FY18 plan includes positions that can help us achieve one or more of the following workforce restructuring objectives:
 - Reducing supervisory positions;
 - restructuring highly graded non-supervisory positions;
 - changing the occupational series of the position or keeping the same occupational series, but significantly changing the position's duties and skills; and/or
 - consolidating positions in the regional office.
- To the covered employee, you may say, "your position is included in our request to OPM. We will be able to confirm this once our plan is approved by OPM and OMB."
- Each employee in the VERA/VSIP pool will receive a specific notice outlining the VERA/VSIP application process. In the notice, there will be a link to apply online. The online application indicates that you are interested in the considering the VERA/VSIP opportunity. Your application will be sent to the Cincinnati HR Shared Service Center and you will receive an application confirmation e-mail.
- Remember that applying for a VERA/VSIP is strictly voluntary. If you apply and later change your mind, you may make the decision to decline this offer at any time up to August 31, 2018.
- We estimate the application period will close August 2, 2018. Any changes to the application date would be included in the specific notice.
- Following the close of the application period, the HR SSC will review all applications and send each applicant an email notice by August 8. The notice will provide your application status. For example:
 - You are not eligible and provide the ineligibility reason.
 - You are on the wait list. If the eligible applicant decides to not take the offer, your application may be next.
 - You are eligible along with retirement applications instructions
- Do not contact the CIN HR SSC for retirement counseling until you have received your notice that you are eligible to receive the VERA/VSIP offer which will provide the VSIP dollar.
- For informal counseling, Jack Powelson in the Region 9 HR Office is a good resource.
- The Agency's decision to apply for and offer VERA/VSIPs was not made lightly. Senior management with input from division supervisors carefully selected the positions that would help us realign the Region's workforce to accomplish our mission and organization objectives.
- If you have questions, you may contact your Union Representative.

Message

From: Wong, Beatrice [wong.beatrice@epa.gov]
Sent: 7/23/2018 11:47:12 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
Subject: R9 FY18 V-V Talking Points - Individiaul Meetings 07-23-18.docx
Attachments: R9 FY18 V-V Talking Points - Individiaul Meetings 07-23-18.docx

Edits made.

BEATRICE WONG

Assistant Regional Counsel

U.S. Environmental Protection Agency, Region 9

75 Hawthorne Street, ORC-1

San Francisco, CA 94105

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Facsimile: 415-947-3570

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Message

From: TROMBADORE, CLAIRE [Trombadore.Claire@epa.gov]
Sent: 5/19/2018 3:34:14 AM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Johnson, Kathleen [Johnson.Kathleen@epa.gov]
Subject: Re: ENF Post FY18 VERA/VSIP Plans

To correct my email below: The EJ position currently occupied by Deldi is a non supervisory GS-14 EPS not a GS-15. Thank you.

Claire Trombadore
Acting Deputy Director
Enforcement Division
U.S. EPA Region 9, ENF-1
75 Hawthorne Street
San Francisco, CA 94105
415-972-3013
trombadore.claire@epa.gov

On May 15, 2018, at 9:48 AM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

We don't have Deldi's position in the FY18 VERA/VSIP Plan.

From: TROMBADORE, CLAIRE
Sent: Tuesday, May 15, 2018 8:36 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
Cc: Johnson, Kathleen <Johnson.Kathleen@epa.gov>
Subject: Re: ENF Post FY18 VERA/VSIP Plans

We have 3 positions. A GS14 non supervisory (Deldi's EJ coordinator position- it can be backfilled at a lower grade), GS15 non supervisory position (Julie Anderson's Enforcement coordinator position, it can be backfilled at a lower grade or work can be shifted to deputy or other GS-15 with n division), and management and program analyst GS-13 (Gene Sylls current position can be backfilled at a lower grade). I will be on travel until TH. I will have to get back to you with more details then. I do not want V/V offers to cause us major backfill issues so let's discuss later this week. Copying Kathleen.

Claire Trombadore
Acting Deputy Director
Enforcement Division
U.S. EPA Region 9, ENF-1
75 Hawthorne Street
San Francisco, CA 94105
415-972-3013
trombadore.claire@epa.gov

On May 14, 2018, at 6:37 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Claire,

The Enforcement Division has 2 positions in the FY18 VERA/VSIP Plan. For each positions, I need to know if you plan to do any of the following:

- a. <!--[if !supportLists]--><!--[endif]-->Abolish the position and not backfill
 - b. <!--[if !supportLists]--><!--[endif]-->Restructure the position and backfill. If so, what is the proposed position title and hiring grade level and the full promotion potential (FPL) for the position?
-
1. <!--[if !supportLists]--><!--[endif]-->Environmental Protection Specialist, GS-028-15 – FPL GS-15
 2. <!--[if !supportLists]--><!--[endif]-->Management & Program Analyst, GS-343-13 – FPL GS-13

Call if you have any questions.

Regards, Vicki 2-3827

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- For informal counseling, Jack Powelson in the Region 9 HR Office is a good resource.
- The Agency's decision to apply for and offer VERA/VSIPs was not made lightly. Senior management with input from division supervisors carefully selected the positions that would help us realign the Region's workforce to accomplish our mission and organization objectives.

Message

From: Lane, Vicki [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E114B60D9DFC4BAF83BD172F5D937E87-VLANE02]
Sent: 5/15/2018 4:48:36 PM
To: TROMBADORE, CLAIRE [Trombadore.Claire@epa.gov]
CC: Johnson, Kathleen [Johnson.Kathleen@epa.gov]
Subject: RE: ENF Post FY18 VERA/VSIP Plans

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From: TROMBADORE, CLAIRE
Sent: Tuesday, May 15, 2018 8:36 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>
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Subject: Re: ENF Post FY18 VERA/VSIP Plans

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Acting Deputy Director
Enforcement Division
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1. Environmental Protection Specialist, GS-028-15 – FPL GS-15
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Call if you have any questions.

Regards, Vicki 2-3827

VERA/VSIP Business Case Checklist

Region or Program Office: **Office of Enforcement and Compliance Assurance**

Business Case

The Office of Enforcement and Compliance Assurance (OECA) is requesting authority for the use of Voluntary Early Retirement Authority (VERA) and Voluntary Separation Incentive Payments (VSIP) to address longstanding shortfalls in extramural and other non-pay accounts through elimination or restructuring of positions vacated by departing employees.

OECA will offer VERA/VSIP broadly to enable redirection and refocusing of resources to establish a more efficient enforcement and compliance program aligned with the Agency's strategic direction. OECA will accept VERA/VSIP applications for eligible General Schedule employees in all locations and across all job series except GS-1811 Criminal Investigators, allowing the Office to reshape its workforce, consolidate functions, and preserve extramural funds necessary to meet core business needs.

The VERA/VSIP would encompass GS 5 – 15 positions in all locations in the following job series: 1301 General Physical Science; 1320 Chemistry; 1350 Geology; 415 Toxicology; 401 General Natural Resources Management and Biological Sciences; 1801 General Inspection, Investigation, and Compliance; 0028 Environmental Protection Specialist; 0301 Miscellaneous Administration and Program; 0306 Government Information Specialist; 0308 Records Management; 0318 Secretary; 0341 Administrative Officer; 0986 Legal Assistance; 1601 Equipment, Facilities, and Services; 0344 Management and Program Clerical and Assistance; 0950 Paralegal Specialist; 1001 General Arts and Information; 1035 Public Affairs; 1412 Technical Information Services; 1083 Technical Writing and Editing; 1311 Physical Science Technician; 0340 Program Management, 0343 Management and Program Analysis; 0560 Budget Analysis; 1160 Financial Analysis; 0819 Environmental Engineering; 0830 Mechanical Engineering; 0893 Chemical Engineering; 1530 Statistics; 1529 Mathematical Statistics; 0905 General Attorney; and 2210 Information Technology Specialists. See Targeted Positions Template for detailed information for each job series.

Through a combination of restructuring and elimination, OECA will refocus the workforce and balance extramural needs to meet changing priorities in coordination with our state and local partners. Some of OECA's components include separate administrative and program support functions which may be consolidated to reduce redundancies and promote greater efficiency. In addition, OECA may restructure compliance and enforcement activities across organizational lines to improve coordination and streamline functions. For the GS-2210 Information Technology Specialist positions, OECA will restructure and reassign work to lower graded employees in this series. While these are positions with direct-hire authority, reassignments internal to the Agency should allow us to meet program needs.

OECA has 681 non-temporary employees in targeted positions, of which 164 are VERA-eligible and 522 are VSIP-eligible. OECA plans to offer up to 51 VSIPs (with or without VERA) to eligible General Schedule employees in all locations and across all job series except GS-1811 Criminal Investigators in a pool of 506 targeted positions. This broad applicant pool will enable a large-scale approach towards a multi-faceted reshaping effort.

The estimate of the total number of employees in OECA who are expected to take voluntary early retirement are 25. With a target of 51 positions overall, we plan to restructure 25 positions to meet changing Agency priorities and eliminate 26 positions to address longstanding financial needs for

critical Agency support activities. See Targeted Positions Template for detailed information for each job series.

Personnel actions as a result of the VERA/VSIP will likely be part of broader Agency reform and restructuring efforts and will be a combination of details, reassignments, competitive hires and realignments.

NOTE: Given the pool of available candidates, if OECA does not receive applicants at the numbers outlined in the Targeted Positions Template, we request the flexibility to increase (or decrease) the number in one or the other category, as long as our total does not exceed 51. This would be implemented by adhering to the selection criteria for each job category and then adjusting other categories where appropriate to meet overall target levels.

Budget Information

Basic assumptions for calculations (e.g., hourly rate based on average grade and step) should be captured in footnotes or otherwise explained in the business case.

Table A – Direct Costs for VERA/VSIP	
51 Targeted Positions for VSIP x \$25,000	\$1,275,000
Annual Leave Pay Out for 51 Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate of \$64.63 based on the average grade and step (GS 14/7) of the targeted pool x 240 x 51 Targeted Positions}	\$ 791,070
Total Maximum Direct Costs	\$2,066,070

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	\$92,598,000	\$92,598,000
B. VERA/ VSIP Payout Cost	\$0	\$0
C. Leave Payout Cost	\$0	\$0
D. Post VERA/VSIP Annual Payroll Cost	\$83,265,000	\$83,265,000
E. Payroll for 10 New Hires	\$ 915,000	\$ 1,830,000
F. Payroll Savings for 51 VERA/VSIP Targeted Positions (F = A – B – C – D - E)	\$ 8,418,000	\$ 7,503,000
G. Pre-VERA/VSIP Annual WCF Cost	\$ 3,896,200	\$ 3,896,200
H. Post VERA/VSIP Annual WCF Cost	\$ 3,503,500	\$ 3,503,500
I. WCF for 10 New Hires	\$ 38,500	\$ 77,000
J. WCF Savings for 51 VERA/VSIP Targeted Positions (J = G – H – I)	\$ 354,200	\$ 315,700
Projected Savings with VERA/VSIP (F + J)	\$ 8,772,200	\$ 7,818,700

A. Fully loaded average payroll cost for targeted positions (\$183,000 x 506).

B. No cost in FY 2018 or FY 2019.

- C. No cost in FY 2018 or FY 2019.
- D. Fully loaded average payroll cost for targeted positions minus 51 ($\$183,000 \times 455$).
- E. Assumes hiring of 10 new staff at yearly salary of \$183,000 per employee; 6 months of FY 2018/full year 2019.
- F. See calculation formula.
- G. Average WCF cost per employee in targeted positions ($\$7,700 \times 506$)
- H. Average WCF cost for targeted positions minus 51 ($\$7,700 \times 455$).
- I. Assumes hiring of 10 new staff at yearly WCF cost of \$7,700 per employee; 6 months of FY 2018/full year of FY 2019.
- J. See calculation formula.
- K. See calculation formula.

Message

From: Smith, Veronica [Smith.Veronica@epa.gov]
Sent: 3/6/2018 5:00:41 PM
To: Denmark, Christina [Denmark.Chris@epa.gov]
CC: Pointer, Shereta [Pointer.Shereta@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]
Subject: RE: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description

Greetings,

What is the status of the subject draft position description? The program office would like an update.

Regards,

Veronica

From: Smith, Veronica
Sent: Friday, February 23, 2018 4:49 PM
To: Denmark, Christina <Denmark.Chris@epa.gov>
Cc: Pointer, Shereta <Pointer.Shereta@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Thomas, Ollie (thomas.ollie@epa.gov) <thomas.ollie@epa.gov>
Subject: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description
Importance: High

Greetings,

As promised, this message is a follow-up to our earlier phone-con. Attached is one classified draft copy, of a restructured Supervisory Attorney Advisor, GS-0905-15 (Branch Chief) position description for OSRE. For historical purposes, I've also included a copy of the original position description from their previous incumbent, Patricia D. Mott. This position is being restructured as a result of VERA/VSIP. Once approved, the position will be recruited.

If you have any questions or concerns, please contact me.

Enjoy the Balance of Your Day!

Cheers,

Veronica

Veronica Smith

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance | Office of Administration and Policy
1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460
smith.veronica@epa.gov | 202-564-2313 (T) | 202-501-0017 (F)

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 11/7/2017 3:18:27 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Correct – everyone – EVERYONE – went into the V/V with their eyes open as to the scope of our offering, with the understanding that straight backfills would not be possible.

From: Milton, Laura
Sent: Tuesday, November 07, 2017 8:51 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Do you know what he mean by saying “Recall that we did not offer this position up as one we would have offered the buyout to” – we offered to all non-1811’s/non-SES/non-SL employees.

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Badalamente, Mark
Sent: Tuesday, November 07, 2017 8:47 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Current status means where you are now – occupied positions, on-board staffing levels which show organizational sizes, supervisory ratios, and grade structures.

From: DeLeon, Rafael
Sent: Tuesday, November 07, 2017 8:42 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>
Subject: Re: Request to Restructure VERA/VSIP Position (2X)

Mark

Not sure what "current status" means but yes, we have a "plan."

We want to restructure our Branch Chief position along the lines we proposed. The restructuring is consistent with the Vera/vsip guidelines. In the absence of OECA saying we are consciously reducing managerial positions, or manager to staff ratios, then we consider our Branch Chief position to be a significant part of our management team. Recall that we did not offer this position up as one we would have offered the buyout to.

Similarly, our deputy division director position has been vacant for over two years. We have helped other sister offices and OECA by making Karin available to now two separate offices. It has caused disruption and uncertainty and numerous transitions in in our own office.

To assist RSD and PPED with implementing the superfund task force recommendations we are offering two 120 day details for two attorneys. We have the fte and resources to covers them.

Last, to further strengthen pos, we plan to internally reassign an existing analyst to pos. This has no impact on osre or OECA.

I see you set up a meeting for Thursday at 3pm. Cyndy and I have two conflicts with this time. We would like you ton change it, however, if you don't we will figure out how to cover it.

Thank you.

Sent from my iPhone

On Nov 7, 2017, at 7:38 AM, Badalamente, Mark <Badalamente.Mark@epa.gov> wrote:

I set up a meeting for next week to talk with everyone about post VERA/VSIP plans in the current budget environment.

Does OSRE have an overall plan for your current status and intended near term staffing actions?

From: DeLeon, Rafael
Sent: Monday, November 06, 2017 10:22 AM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position (2X)

Mark

Following up. Waiting on a response...thx.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
202 564-5110 (Office Line)
202 564-4899 (Direct Line)

Ex. 6 - Personal Privacy

 (Office Cell)

This message is CONFIDENTIAL, and may contain legally privileged information. If you are not the intended recipient, or believe you received this communication in error, please delete it immediately, do not copy, and notify the sender. Thank you.

From: DeLeon, Rafael
Sent: Tuesday, October 31, 2017 4:07 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>

Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

Mark

When can we meet to discuss the OAP process for evaluating hiring post V/V?

Thanks.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
202 564-5110 (Office Line)
202 564-4899 (Direct Line)
Ex. 6 - Personal Privacy (Office Cell)

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From: Starfield, Lawrence
Sent: Tuesday, October 31, 2017 9:37 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

OAP has a process for evaluating hiring post V/V – please work with Mark on that.

Larry

From: DeLeon, Rafael
Sent: Monday, October 30, 2017 5:08 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: Request to Restructure VERA/VSIP Position

Mark

Cyndy asked me to forward you the attached request to restructure one of the four OSRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)

1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
202 564-5110 (Office Line)
202 564-4899 (Direct Line)

Ex. 6 - Personal Privacy

(Office Cell)

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Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 10/31/2017 1:46:21 PM
To: Milton, Laura [Milton.Laura@epa.gov]
Subject: FW: Request to Restructure VERA/VSIP Position

From: Starfield, Lawrence
Sent: Tuesday, October 31, 2017 9:37 AM
To: DeLeon, Rafael <DeLeon.Rafael@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: RE: Request to Restructure VERA/VSIP Position

OAP has a process for evaluating hiring post V/V – please work with Mark on that.

Larry

From: DeLeon, Rafael
Sent: Monday, October 30, 2017 5:08 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: Request to Restructure VERA/VSIP Position

Mark

Cyndy asked me to forward you the attached request to restructure one of the four OSRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
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Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 9/1/2017 1:04:55 PM
To: Milton, Laura [Milton.Laura@epa.gov]
CC: Warren, JohnM [Warren.JohnM@epa.gov]; Swack, David [Swack.David@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]
Subject: RE: Final OECA VERA-VSIP
Attachments: 2017 VERA-VSIP roster.xlsx

Here's my full file with office, series, restructure/eliminate info.

From: Milton, Laura
Sent: Friday, September 01, 2017 8:24 AM
To: Johnston, Angela <johnston.angela@epa.gov>; Young, Debbie <young.debbie@epa.gov>; Pritchard, Sonya <pritchard.sonya@epa.gov>
Cc: Warren, JohnM <Warren.JohnM@epa.gov>; Swack, David <Swack.David@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>
Subject: Final OECA VERA-VSIP

Unless someone dropped out late last night and I haven't gotten the notification from Sue yet, attached is the final list of our 39 employees separating under the V-V. We are in the process of determining which positions will be eliminated, which will be restructured and, of those restructured, which may be filled external to OECA. This should happen quickly.

We will need guidance re some of the immediate needs re supervisory positions. If a position will be eliminated due to likely other organizational changes that may be forthcoming, how should we handle that? There will still be, for example, a branch of people who need a branch chief for the near term. My understanding is that we are not able to detail into vacated positions unless they are restructured. Is there some sort of interim measure we can take?

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

Message

From: Milton, Laura [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9F553DF6D56744F8A829E626FDE50A35-LMILTON]
Sent: 12/6/2017 8:18:53 PM
To: Smith, Veronica [Smith.Veronica@epa.gov]
Subject: FW: Request to Restructure VERA/VSIP Position
Attachments: BCRESTRUCTUREv2.docx

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: DeLeon, Rafael
Sent: Monday, October 30, 2017 5:08 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>
Cc: Mackey, Cyndy <Mackey.Cyndy@epa.gov>; Starfield, Lawrence <Starfield.Lawrence@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Patterson, Kenneth <Patterson.Kenneth@epa.gov>
Subject: Request to Restructure VERA/VSIP Position

Mark

Cyndy asked me to forward you the attached request to restructure one of the four OSRE positions that became vacant as the result of the recent VERA/VSIP. Please let me know if you have any questions. Thank you.

Rafael DeLeon, Esq.
Deputy Director
EPA-Office of Enforcement and Compliance Assurance
Office of Site Remediation Enforcement (Mail Code-2271A)
1200 Pennsylvania Ave., N.W. (Room-WJC 5206)
Washington, DC 20460
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Ex. 6 - Personal Privacy (Office Cell)

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Message

From: Milton, Laura [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9F553DF6D56744F8A829E626FDE50A35-LMILTON]
Sent: 2/26/2018 2:51:18 PM
To: Johnston, Angela [johnston.angela@epa.gov]
CC: Ollie Thomas (thomas.ollie@epa.gov) [thomas.ollie@epa.gov]; Smith, Veronica [Smith.Veronica@epa.gov]; Shereta (pointer.shereta@epa.gov) [pointer.shereta@epa.gov]; Denmark, Christina [Denmark.Chris@epa.gov]
Subject: FW: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description
Attachments: Supervisor Attorney Advisor GS-0905-15 [Ex. 6 - Personal Privacy] VERA-VSIP.pdf; Supervisory Attorney Advisor GS-0905-15_Regional Coordination Branch_Restructured Position_OSRE Draft_V.S.pdf

Importance: High

Hi Angie, I'm not sure if you were involved in the phone conversation but wanted to provide some background information: this position was subject to VERA-VSIP. Though the position remains a supervisory GS-905-15, we are proposing to restructure the branch chief duties significantly to require substantive expertise in several areas. I imagine that we will need to schedule a call at some point to discuss this after Chris has had a chance to review; just let me know! ☺

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

From: Smith, Veronica
Sent: Friday, February 23, 2018 4:49 PM
To: Denmark, Christina <Denmark.Chris@epa.gov>
Cc: Pointer, Shereta <Pointer.Shereta@epa.gov>; Milton, Laura <Milton.Laura@epa.gov>; Thomas, Ollie <thomas.ollie@epa.gov>
Subject: Supervisory Attorney Advisor GS-0905-15 (Branch Chief) OSRE VERA/VSIP Restructured Position Description
Importance: High

Greetings,

As promised, this message is a follow-up to our earlier phone-con. Attached is one classified draft copy, of a restructured Supervisory Attorney Advisor, GS-0905-15 (Branch Chief) position description for OSRE. For historical purposes, I've also included a copy of the original position description from their previous incumbent, [Ex. 6 - Personal Privacy] This position is being restructured as a result of VERA/VSIP. Once approved, the position will be recruited.

If you have any questions or concerns, please contact me.

Enjoy the Balance of Your Day!

Cheers,

Veronica

Veronica Smith

U.S. Environmental Protection Agency

Office of Enforcement and Compliance Assurance | Office of Administration and Policy

1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460

smith.veronica@epa.gov | 202-564-2313 (T) | 202-501-0017 (F)

From: Kercado, Carlos [Kercado.Carlos@epa.gov]
Sent: 5/23/2017 8:16:16 PM
To: Rubel, Robert [Rubel.Robert@epa.gov]; Manna, Richard [Manna.Richard@epa.gov]; Pace, Donald [Pace.Donald@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]
Subject: RE: Set of Updated V-V Documents
Attachments: VERA VSIP Workfile 5-23-17 Vers3.xlsx

Hi Robert,

Below please find the numbers for the VV analysis. Let me know if you have any question.

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	\$ 750,000
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions} *	\$ 506,928
Total Maximum Direct Costs	\$ 1,256,928

Notes:

* Annual leave payouts based on 320 hours of leave for each employee who takes the VV.

Table B – Estimated Savings for FY 2018 through FY 2019		
	<i>FY 2018 Estimate</i>	<i>FY 2019 Estimate</i>
A. Pre-VERA/VSIP Annual Payroll Cost*	<div>Ex. 5 - Deliberative Process</div>	
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires **		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost ***		
H. Post VERA/VSIP Annual WCF Cost ***		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

Notes:

* 2018 Pre-VV Annual Payroll Cost based on current FY 2017 payroll cost as starting point, additional 1.9% COLA and 1.5% for WIGIS and promotions. 2019 Pre-VV Annual Payroll Cost Post Payroll as starting point, additional 1% COLA and 1.5% for WIGIS and promotions.

** Payroll for New Hires assume positions will be filled within 6 months for FY 2018 and will be charging the entire FY for FY 2019.

*** For WCF savings and hires, \$4,000 used per position.

Carlos Kercado
Regional Comptroller
Financial Management Branch
U.S. Environmental Protection Agency, Region 2
290 Broadway New York, NY 10007
(212) 637-4151
kercado.Carlos@epa.gov

From: Rubel, Robert

Sent: Monday, May 22, 2017 3:43 PM

To: Manna, Richard <Manna.Richard@epa.gov>; Pace, Donald <Pace.Donald@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Kercado, Carlos <Kercado.Carlos@epa.gov>

Subject: Set of Updated V-V Documents

Ex. 5 - Deliberative Process

The first document above, Region 2's V-V Themes-Appropriations Spreadsheet, is a replacement for the themes-appropriations spreadsheet that you sent to HQ Friday morning, Don, under cover of an e-mail with the following heading:

From: Pace, Donald

Sent: Friday, May 19, 2017 8:43 AM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Mugdan, Walter <Mugdan.Walter@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>

Subject: FW: Workforce Reshaping follow up

Perhaps you folks could send Donna and Debbi the revised version of the spreadsheet this afternoon.

The second, third, and fourth attachments are what we need to submit by Wednesday. In the narrative, in addition to changing the offer numbers, I added a sentence to the second-to-last paragraph:

Ex. 5 - Deliberative Process

The fifth document is just for our own reference.

Regards,
Robert
7-4166

Area of Focus	Number of Offers										
	CASD	CEPD	CWD	DECA	DESA	ERRD	OPM	ORA	ORC	PAD	Total
1. Administrative Staff	2			1		2		1	6	1	13
2. Bubbles	1			2							3
3. Organization Consolidations											0
4. GS-13 Positions	2				3		1			1	7
5. Other Areas of Efficiencies			2							1	3
	5	0	2	3	3	2	1	1	6	3	26

EPS

OECA

Supervisory ratio

Workforce Reshaping - April 2017

1. Administrative staff

CASD: offer for 2 or 3 Administrative Assistant (AA) positions. CASD's business plan is to have one AA position in the Immediate Office and one in each Branch. Right now that amounts to 5 AAs as the goal. If at some point there is a consolidation of operating units in CASD, the goal will become a total of 4 AAs. CASD currently has 7 AAs on-board.

CWD: will be actively recruiting for admin assistant in DO

CEPD: current onboard FTE staffing level for this category accounts for 3. At this staffing level, it has been extremely difficult to carry out all administrative responsibilities within CEPD. Very often technical staff and/or supervisory staff have to compensate the shortage for services in this area. As you are aware, aside from the regular clerical chores (answering phones, time and attendance, scheduling, file plan management, etc.) they perform mailing room duties, purchase office materials and supplies, conduct fleet management, attend fleet maintenance, support facilities housekeeping, and express courier handling, among other duties at CEPD. Nevertheless, one of the administrative FTEs is already encumbered for ordinary retirement and another may be eligible for early retirement. If they opt for retirement, backfilling of these two FTEs will be necessary.

DECA: DECA's admin support functions are being efficiently utilized with current level of Admin resources. Due to the significant amount of enforcement action mailings and documents, web inquiries and phone calls, DECA's needs may be higher than other divisions in R2, we would suggest that our floor be one Admin position per branch and two in the FO. Currently RCB and WCB have two each, we believe one of them could be reassigned to a technical position and have asked Don for his feedback. Efficiency opportunities are possible concerning personnel action processing, timekeeping tasks and using admin support to reduce the increasing administrative burden on supervisors.

DESA: we have already reduced our admin staff from 4 down to 2 - the last effort was during the last VERA-VSIP when we targeted 2 admin staff and both took the buyout. We replaced one with a technical position and filled the other.

ERRD: supports an offer of VERA/VISP to administrative support staff

OPM: currently at its admin. target

ORC: willing to offer V/V to its 5 existing Paralegal positions and its one Legal Instruments Examiner, with no limit on the number of offers that would be accepted, using the same rationale offered in the 2014 V/V. This is done with the knowledge that any position that does not take an offer would remain "as is" without having to eliminate or restructure the position.

PAD: PAD would be willing to offer to one admin position in our division – a GS 7 level.

2. Bubble positions (i.e., GS-14 and GS-15 that are not supervisors or team leaders)

CASD: offer for a GS-14 non-supervisory Air Quality Planning Manager in CASD-APB (this is a bubble position). This work is generally done by GS-13s and the goal would be to have the work that is done by the GS-14 would be reassigned to GS-13s. Additionally, for future recruiting, we would change the position to one that maxes out at GS-12 or GS-13 level.

CEPD: No bubble positions

CWD: 3 non-supervisory GS-14/GS-15 or “bubble” positions are: Regional Coastal Projects Manager; New York City Water Supply Protection Program Director and Public Affairs Director for Estuaries & Lakes and Senior Communications Advisor. They are all performing highly important work for us and we don’t plan to eliminate any of the three positions.

DECA: DECA only has two GS 14s who are not currently in Section chief/team leader positions or Lead Region Coordinator/Enforcement Coordinator positions. Recommend that as management positions open up region-wide, placement opportunities are pursued. We would also strongly recommend that those two bubble positions be eligible for VERA= VSPS.

DESA: We have two non-supervisory 14s. Our Scientific Integrity manager and our ORD Regional Science Liaison

ERRD: currently retains two bubble positions, both of which are considered essential to the effective functioning of the division. In the instance of the Accelerated Cleanup/Public Liaison position, the division is planning to use this position as the point-of-contact for the new administration’s focus on enhancing relationships with the states.

OPM: only non-supervisory GS-14 and GS-15 is the LER Officer – a “onesie” position which grade level is supported by unique work of the position - cannot

PAD: does not have any bubbles, but I do support the idea of targeting a few of the remaining bubbles. Having senior level people without supervisor responsibilities seems a luxury we can no longer afford.

3. Organization consolidations leading to reduction in supervisory positions and increase to sup/staff ratio

CWD:

Drinking Water and Municipal Infrastructure Branch: This branch is currently eliminating its Special Projects Section (1 FTE) as well as its NYC Water Supply Protection team (1 FTE). It will retain its Drinking water and Ground Water Protection Section as well as the State Revolving Funds Program Section.

Watershed Management Branch: Consolidate the NY Watershed Management Section and the Long Island Sound Office. Seth Ausubel, NY Watershed Section Leader just retired, and the Long Island Sound Office only has 2 FTEs.

Clean Water Regulatory Branch: Consolidate the TMDL Section (6 FTEs) with the Dredging, Sediments, and Oceans Section (5 FTEs).

CEPD: Currently, there are no opportunities within CEPD for consolidations that could result in a reduction in supervisory positions. Our current supervisor to staff ratio is very high, as compared to the Regional Office.

DECA: First step would be to decide which current management vacancies can remain unfilled and offer VERA= VSPS broadly to all managers. Second phase would be restructuring organization. Increasing sup/staff ratios would require identifying improved tools for managers, including how support staff are used and how responsibility/accountability can be placed on employees vs. supervisors for certain tasks- travel, transit subsidies, T&A, etc. We should note that under current staffing levels, we quickly estimate that we are at about a 1:10 supervisor to staff ratio and far better than other Divisions in that category.

DESA: We have no first line supervisory personnel on the list of retirement eligible. But we are ready to discuss a greater organization consolidation based on the proposed FY18 Position Allocation numbers received last week.

ERRD: may have suggestions for the second round of VERA/VISP, if necessary

OPM: any plans to reorganize within OPM would be addressed in round 2

PAD: plans to address this is VERA/VISP ROUND TWO – we would be willing to go from 4 to 3 supervisors. We are not quite in a position to do that now, but might be in 6 months or so. Our plan would be to offer a GS 15 supervisory public affairs specialist position in round two, then fill that post – slightly reconfigured – from within and eliminate the community affairs team leader position.

4. GS-13 positions with work that could be more efficiently conducted at a position with a full performance level as a gs-12

CEPD: That scenario may become real within the Remediation and Response Branch (RRB) if any of the 3 already retirement encumbered staff (2 RPMs and 1 OSC) within this unit exercise that option. Then, with an appropriate business plan, some or all of the vacancies could be backfilled at a lower GS-12 level.

DECA: I don't think this makes sense as stated. Question is can GS 13 work be consolidated into fewer GS13 positions and supplemented with additional lower level positions. Would also need to look at GS 15 (non-management) attorney positions to see if the same can be done. The only thing we would support is to target GS13s operating under PDs based on a specific skill (such as UIC enforcement expert or UST expert) and move towards GS13s covered under the standardized inspector PD to assure a more flexible staff. We would also target 12s with PDs written for specific programs and look to replace them with 12s covered under the standardized

DESA: All DESA technical staff positions are already career ladder 12 positions.

ERRD: ERRD does not have suggestions in this area.

OPM: will offer one V/V to GS-13 Grant Specialists with the plan to backfill the position with a GS at FPL of GS-12 if appropriate given resource levels

PAD: general supports this notion in general and would be willing to offer to one GS 13 level 1035 position in ROUND TWO and one or *possibly* one more in ROUND TWO. Again, this is contingent on us not having to actually re-configure existing jobs if no one chooses to leave.

5. Any other areas of efficiency realized or to be realized in your organization that could be considered.

CEPD: Redistribution of the core duties and assignments within the remaining staff in Municipal Water Program Branch (MWPB) with the potential retirement of 2 FTEs already retirement encumbered. Another similar opportunity exists within the Multimedia Permits and Compliance Branch (MPCB) with the potential retirement of 1 FTE and the re-assignment of the duties within the remaining staff in the Branch.

DECA: LEAN exercises underway are focused on creating efficiencies in tips and complaints tracking/responses and RCRA enforcement process.

DESA: As Mary seemed to suggest for PAD, DESA needs ERRD, CWD, DECA and CASD to have those conversations with their NPMs and relay to us, any efficiencies being considered so that we may analyze if we have related efficiencies. DESA unlike PAD does not have a functional NPM nor even a function Lead Region Program (RS&T) capable of having a discussion nationwide to discuss efficiencies, since all 10 RS&T organizations are organized differently.

ERRD: There are currently a group of non-core functions that are managed by individuals within the division. No function is more than a fraction of an FTE. These roles are filled variously by RPMs, SAMs, OSCs, along with members of our Brownfields, Contracts Management, and Technical Support Sections. They include: making a visible difference; urban waters initiative; site-wide ready for reuse; superfund job training initiative; repowering America; and green remediation. While they are not core functions of the Division, it appears that the new administration will pursue greater engagement on these issues because they support expediting site reuse and job creation. To improve the level engagement on these issues, the region would need to expand training expectations for several key roles: the RPM, the OSC, the SAM and members of our Brownfields section. As such, the region would not need these functions concentrated in the hands of individuals in the groups mentioned above, and the fractional FTE associated with these functions (estimated at 2.0 to 3.0 FTE) would become redundant.

PAD: As an efficiency, in ROUND ONE, would offer to the one 0301 series (Congressional/Intergovernmental Specialist) position. We only currently hold one position in this series, and feel we can do our work effectively using existing Public Affairs Specialists (series 1035). We propose to offer the VERA/VSIP to Series 0301 GS 13.

Workforce Data for All Permanent EPA Employees			
Program/Regional Office	Supervisory Ratio	Percentage of EPA Employees in Admin Positions	Percentage of EPA GS Employees Graded 13-15
Office of the Administrator	1 : 5.8	3.8%	79.6%
Office of Enforcement and Compliance	1 : 6.3	1.3%	91.0%
Office of General Counsel	1 : 11.1	3.9%	91.0%
Office of the Inspector General	1 : 7.4	1.3%	89.1%
Office of International and Tribal Affairs	1 : 8.3	6.0%	81.8%
Office of the Chief Financial Officer	1 : 6.3	8.7%	58.5%
Office of Environmental Information	1 : 8.7	1.3%	93.4%
Office of Administration and Resources Mgmt.	1 : 7.3	2.8%	70.6%
Office of Water	1 : 6.4	1.2%	93.8%
Office of Solid Waste and Emergency Response	1 : 8.3	2.2%	92.9%
Office of Air and Radiation	1 : 7.7	1.5%	89.1%
Office of Chemical Safety and Pollution Prevention	1 : 7.8	0.6%	89.9%
Office of Research and Development	1 : 8.4	1.1%	76.2%
Region 1	1 : 7.8	2.3%	67.4%
Region 2	1 : 6.4	7.2%	74.1%
Region 3	1 : 7.9	4.2%	76.0%
Region 4	1 : 6.7	4.2%	68.2%
Region 5	1 : 7.0	4.8%	65.0%
Region 6	1 : 7.1	2.8%	72.9%
Region 7	1 : 6.3	5.1%	68.6%
Region 8	1 : 6.3	2.1%	84.0%
Region 9	1 : 7.3	3.7%	76.6%
Region 10	1 : 7.4	2.9%	67.9%
EPA	1 : 7.2	2.9%	78.1%

Notes:

- Data as of 4/1/2014, pulled 4/15/2014
- For supervisory ratios, supervisors defined as any employee with supervisory or management duties including senior leadership
- Administrative positions include the following occupational series: 303, 304, 305, 309, 312, 318, 322, 326, 335, 344, 503, 561, 1106, 2005, 2102.
- Data includes permanent employees.

Workforce Data for All (Permanent & Temporary) EPA Employees			
Program/Regional Office	Supervisory Ratio	Percentage of All EPA Employees in Admin Positions	Percentage of All EPA GS Employees graded 13-15
Office of the Administrator	1 : 15.8	1.5%	78.34%
Office of Enforcement and Compliance	1 : 6.3	1.3%	90.92%
Office of General Counsel	1 : 11.2	3.8%	89.94%
Office of the Inspector General	1 : 7.4	1.3%	89.19%
Office of International and Tribal Affairs	1 : 8.3	6.0%	81.82%
Office of the Chief Financial Officer	1 : 6.4	8.7%	58.63%
Office of Environmental Information	1 : 8.7	1.3%	93.35%
Office of Administration and Resources Mgmt.	1 : 7.3	2.8%	70.75%
Office of Water	1 : 6.4	1.2%	93.81%
Office of Solid Waste and Emergency Response	1 : 8.3	2.2%	92.86%
Office of Air and Radiation	1 : 7.7	1.5%	89.06%
Office of Chemical Safety and Pollution Prevention	1 : 9.6	0.5%	89.35%
Office of Research and Development	1 : 8.1	1.0%	74.10%
Region 1	1 : 7.8	2.3%	67.34%
Region 2	1 : 6.4	7.1%	74.14%
Region 3	1 : 7.9	4.2%	75.82%
Region 4	1 : 6.7	4.2%	68.16%
Region 5	1 : 7.1	4.9%	64.37%
Region 6	1 : 7.2	2.7%	72.43%
Region 7	1 : 6.3	5.1%	68.62%
Region 8	1 : 6.3	2.1%	83.99%
Region 9	1 : 7.5	4.1%	75.17%
Region 10	1 : 7.4	3.4%	67.28%
EPA	1 : 7.7	2.8%	77.62%

Notes:

- Data as of 4/1/2014, pulled 4/15/2014
- For supervisory ratios, supervisors defined as any employee with supervisory or management duties including senior leadership
- Administrative positions include the following occupational series: 303, 304, 305, 309, 312, 318, 322, 326, 335, 344, 503, 561, 1106, 2005, 2102.
- Data includes all employees.

Occupation Totals for All (Permanent & Temporary) EPA Employees

Notes: Data as of 4/1/2014, pulled 4/15/2014; data includes all employees

Occupation	10/1/2004	10/1/2005	10/1/2006	10/1/2007
0018 - Safety and Occupational Health Management	17	20	23	20
0019 - Safety Technician		1		
0020 - Community Planning	2	2	2	2
0028 - Environmental Protection Specialist	2882	2863	2829	2765
0029 - Environmental Protection Assistant	73	68	78	73
0080 - Security Administration	13	21	20	26
0086 - Security Clerical and Assistance	1			
0099 - General Student Trainee	10	13	24	23
0101 - Social Science	12	16	18	18
0110 - Economist	161	170	162	163
0132 - Intelligence				
0150 - Geography	7	8	10	11
0170 - History	1	1	1	1
0180 - Psychology	14	13	15	16
0184 - Sociology	3	2	2	1
0190 - General Anthropology				
0199 - Social Science Student Trainee	1			
0201 - Human Resources Management	189	173	189	183
0203 - Human Resources Assistance	22	19	15	12
0230 - Employee Relations Specialist	1			
0235 - Employee Development	2	2		
0260 - Equal Employment Opportunity	35	36	34	39
0299 - Human Resources Management Student Trainee	2	3	3	2
0301 - Miscellaneous Administration and Program	897	901	884	828
0303 - Miscellaneous Clerk and Assistant	287	273	258	248
0304 - Information Receptionist	1	1	1	1
0305 - Mail and File	4	4	4	4
0306 - Public Information Management Specialist				
0309 - Correspondence Clerk	1	1	1	1
0318 - Secretary	581	528	481	454
0322 - Clerk-Typist	27	22	8	4
0326 - Office Automation Clerical and Assistance	136	105	107	106
0334 - Computer Specialist	114	72	21	10
0335 - Computer Clerk and Assistant	9	8	8	5
0340 - Program Management	395	412	408	393
0341 - Administrative Officer	37	41	41	38
0342 - Support Services Administration	43	47	45	41
0343 - Management and Program Analysis	1539	1553	1561	1611
0344 - Management and Program Clerical and Assistance	74	85	81	70
0346 - Logistics Management	1			
0350 - Equipment Operator	7	7	7	7
0351 - Printing Clerical	1	1	1	1
0360 - Equal Opportunity Compliance	2	2	2	2
0361 - Equal Opportunity Assistance	1	1	2	1

Employees Over the Past Ten Years

10/1/2008	10/1/2009	10/1/2010	10/1/2011	10/1/2012	10/1/2013	4/1/2014
20	21	22	23	20	21	20
2	2	4	3	4	5	5
2707	2744	2749	2742	2652	2503	2424
69	70	67	75	42	28	26
26	25	25	26	27	29	29
27	22	51	48	54	13	5
18	18	15	13	11	13	13
162	166	172	172	162	154	157
1	1	1	1	1	3	3
11	11	17	18	16	13	12
1	2	2	2	2	1	1
14	12	12	13	14	10	10
3	3	2	3	3	3	3
1	1					
1						
176	203	198	215	199	194	189
16	18	16	17	16	11	11
37	38	38	39	34	32	30
4	3	9	5	4	1	1
790	799	785	795	763	723	701
239	234	257	240	178	157	143
1	1	1	1	1	1	1
5	4	4	3	2	2	1
				3	8	10
1						
440	410	375	334	303	272	229
6	2	1		1		
96	98	94	89	53	24	23
4	3	3				
6	5	4	7	6	3	2
381	349	362	358	334	326	324
42	45	49	60	62	57	58
43	42	38	42	39	39	37
1625	1639	1643	1633	1581	1512	1467
63	43	36	36	30	26	24
1	2	2	2	1	1	1
7	7	7	7	6	5	5
1	1	1	1	1	1	1
2	2	1	1	1	1	1
2	1	1				

0391 - Telecommunications	12	8	8	7
0392 - General Telecommunications	1	1	1	1
0399 - Administration and Office Support Student Trainee	20	19	22	27
0401 - General Natural Resources Management and Biological Sciences	925	939	953	963
0403 - Microbiology	109	112	110	117
0404 - Biological Science Technician	28	25	24	21
0405 - Pharmacology	24	28	23	23
0408 - Ecology	148	149	155	161
0410 - Zoology	8	8	11	16
0413 - Physiology	11	12	11	10
0414 - Entomology	31	23	27	27
0415 - Toxicology	256	257	251	251
0430 - Botany	5	6	8	7
0434 - Plant Pathology	9	13	18	16
0435 - Plant Physiology	5	9	9	6
0440 - Genetics	5	5	5	4
0457 - Soil Conservation	1	1	1	1
0460 - Forestry	1			
0470 - Soil Science	14	12	14	15
0471 - Agronomy	11	10	9	9
0482 - Fish Biology	12	12	11	11
0486 - Wildlife Biology	8	6	6	5
0487 - Animal Science	1			1
0499 - Biological Science Student Trainee	5	4	4	2
0501 - Financial Administration and Program	163	157	157	143
0503 - Financial Clerical and Assistance	26	30	36	42
0505 - Financial Management	7	7	9	9
0510 - Accounting	171	161	147	144
0511 - Auditing	162	143	136	122
0525 - Accounting Technician	20	18	11	11
0530 - Cash Processing	1			
0560 - Budget Analysis	82	86	91	93
0561 - Budget Clerical and Assistance	3	4	6	6
0599 - Financial Management Student Trainee	7	6	7	3
0601 - General Health Science	159	158	167	173
0602 - Medical Officer	12	13	15	14
0610 - Nurse	4	4	4	4
0630 - Dietitian and Nutritionist		1	1	1
0631 - Occupational Therapist	1	1	1	1
0685 - Public Health Program Specialist				1
0688 - Sanitarian	3	3	2	2
0690 - Industrial Hygiene	28	28	29	31
0696 - Consumer Safety	1			
0699 - Medical and Health Student Trainee		1	1	
0701 - Veterinary Medical Science	13	15	13	15
0801 - General Engineering	42	41	47	50
0802 - Engineering Technical	53	50	48	38

7	8	8	8	9	9	9
1						
32	56	67	55	79	46	43
983	1015	1089	1096	1093	1066	1062
117	114	112	111	107	101	98
21	21	24	23	15	15	14
27	27	34	34	33	30	29
165	168	172	179	175	166	163
18	17	19	19	19	16	16
12	13	17	19	16	15	13
27	25	23	23	26	30	32
263	248	265	262	258	259	254
7	5	5	4	6	5	5
14	12	10	11	9	8	7
7	7	7	7	6	4	4
4	6	6	6	4	4	4
1	1	1	1	1	1	1
17	15	14	13	12	8	8
9	10	8	7	8	9	9
10	12	11	12	12	10	9
5	5	5	6	6	6	6
1	1	1	1	11	10	10
7	17	19	16	7	7	7
135	129	138	134	131	129	125
47	44	39	37	35	29	28
9	11	11	9	10	10	10
149	148	161	165	163	164	158
128	130	147	136	128	121	111
10	10	10	10	9	10	9
91	94	98	108	113	115	112
5	3	3	3	3	4	4
4	7	10	13	7	7	5
177	179	183	184	181	167	171
15	17	23	21	17	12	12
3	3	3	3	2	3	3
1	1	1	1	1	1	1
1	1	1	1	1	1	1
1	1				1	1
2	2	1	1	1	1	1
33	34	34	37	35	34	33
15	19	18	16	17	14	14
48	55	57	58	48	47	47
37	37	34	37	33	28	28

0803 - Safety Engineering	1	1	1	1
0804 - Fire Protection Engineering		1		1
0806 - Materials Engineering				
0807 - Landscape Architecture				
0808 - Architecture	5	5	5	4
0810 - Civil Engineering	6	9	12	11
0819 - Environmental Engineering	2064	2013	1990	1955
0828 - Construction Analyst			1	1
0830 - Mechanical Engineering	96	96	103	107
0840 - Nuclear Engineering	7	7	7	8
0850 - Electrical Engineering	8	9	9	10
0854 - Computer Engineering	7	7	5	5
0855 - Electronics Engineering	2	1	1	1
0856 - Electronics Technical	6	5	5	4
0858 - Bioengineering and Biomedical Engineering	1	2	2	1
0861 - Aerospace Engineering	1	1	2	2
0881 - Petroleum Engineering	1	1	1	1
0890 - Agricultural Engineering	3	3	4	4
0892 - Ceramic Engineering	1	1	1	1
0893 - Chemical Engineering	132	138	132	127
0896 - Industrial Engineering				
0899 - Engineering and Architecture Student Trainee	5	13	14	6
0901 - General Legal and Kindred Administration				
0904 - Law Clerk	5	9	7	17
0905 - General Attorney	1071	1057	1049	1043
0935 - Administrative Law Judge	5	5	5	4
0950 - Paralegal Specialist	56	55	49	49
0963 - Legal Instruments Examining	2	2	2	3
0986 - Legal Assistance	20	14	16	14
0999 - Legal Occupations Student Trainee.	2	1		1
1001 - General Arts and Information	10	10	11	13
1008 - Interior Design				
1020 - Illustrating	1	1	1	1
1035 - Public Affairs	149	155	154	161
1060 - Photography		1	1	1
1071 - Audiovisual Production	3	4	4	3
1082 - Writing and Editing	19	20	19	16
1083 - Technical Writing and Editing	3	3	2	1
1084 - Visual Information	9	10	11	10
1087 - Editorial Assistance	1	1	1	1
1099 - Information and Arts Student Trainee	1	1		1
1101 - General Business and Industry	163	168	164	158
1102 - Contracting	296	297	296	281
1103 - Industrial Property Management	1	1		1
1105 - Purchasing	11	11	11	11
1106 - Procurement Clerical and Technician	8	6	6	7
1107 - Property Disposal Clerical and Technician				

1	1	1	1	2	2	2
1	1	1	1	1	1	1
				1	1	
		1	1			
4	5	5	5	4	4	4
12	14	20	22	18	18	16
1962	1961	1983	1994	1943	1840	1773
1	1					
108	122	126	125	109	101	99
8	8	8	9	7	7	7
10	10	10	11	9	9	9
5	4	4	5	5	5	5
4	4	3	2	2	2	2
1	2	2	2	2	1	1
2	2	2	2	1	1	1
1	1	1	3	3	3	3
3	3	3	5	12	11	10
1	1	1				
129	129	136	130	120	109	109
	1	1	1	1		
13	18	15	20	11	6	3
1	1	3	2	1	1	1
12	12	13	15	8		
1062	1086	1108	1122	1117	1087	1042
4	4	3	3	3	4	4
45	48	45	45	43	40	35
2	2	2	2	1	1	1
13	11	9	7	7	7	5
16	20	18	23	30	25	24
164	176	186	199	195	180	174
1	1	1	1	1	1	1
4	3	3	5	5	5	5
15	17	20	19	17	15	14
	1	1	1	1	1	1
12	13	11	9	10	8	7
1	1	1	1	1	1	1
2	2	2	2			
172	175	183	143	29	27	23
279	307	322	325	311	287	286
4	4	4				1
9	6	5	4	2		
6	5	5	4	5	5	4
	1	1	1	1	1	1

1109 - Grants Management				
1160 - Financial Analysis	19	18	21	20
1170 - Realty	3	2	2	2
1176 - Building Management	4	3	2	2
1199 - Business and Industry Student Trainee	3	4	6	9
1222 - Patent Attorney	3	3	3	3
1301 - General Physical Science	2272	2275	2283	2329
1306 - Health Physics	39	35	33	34
1310 - Physics	7	6	9	10
1311 - Physical Science Technician	36	34	25	25
1313 - Geophysics	1	1	1	1
1315 - Hydrology	43	42	42	36
1316 - Hydrologic Technician				
1320 - Chemistry	618	615	595	581
1340 - Meteorology	5	4	3	4
1350 - Geology	85	77	75	75
1360 - Oceanography	10	10	14	14
1370 - Cartography	1	1	2	1
1371 - Cartographic Technician				
1399 - Physical Science Student Trainee	10	10	8	9
1410 - Librarian	3	3	3	4
1411 - Library Technician	1	1	2	
1412 - Technical Information Services	17	13	10	10
1420 - Archivist	1	1		
1515 - Operations Research	15	13	8	7
1520 - Mathematics	6	5	8	8
1521 - Mathematics Technician				
1529 - Mathematical Statistics	35	39	38	38
1530 - Statistics	57	57	61	63
1531 - Statistical Assistant			1	
1550 - Computer Science	5	5	7	6
1599 - Mathematics and Statistics Student Trainee				1
1601 - Equipment, Facilities, and Services	2	2	2	1
1640 - Facility Operations Services	8	10	11	10
1654 - Printing Services	8	7	6	6
1670 - Equipment Services	1	1		1
1699 - Equipment and Facilities Management Student Trainee				
1701 - General Education and Training	1	1		
1702 - Education and Training Technician				
1710 - Education and Vocational Training	1	1		
1712 - Training Instruction				
1720 - Education Program	1	1	1	1
1750 - Instructional Systems				
1801 - General Inspection, Investigation, and Compliance	11	14	16	22
1802 - Compliance Inspection and Support				
1810 - General Investigating	37	37	33	33
1811 - Criminal Investigating	264	258	256	228

			41	157	155	149
16	18	22	29	26	26	27
2	2	2	2	2	3	2
3	3	3	3	3	3	3
3	8	14	7	6	2	2
3	3	3	3	3	3	2
2415	2471	2473	2423	2351	2259	2182
38	39	42	41	42	38	36
13	13	15	14	14	9	9
27	26	35	34	22	19	17
1	2	1	2	1	1	1
38	41	40	42	42	40	34
			3	3	3	2
586	586	590	593	572	525	501
4	5	6	5	8	7	7
76	72	75	73	76	72	72
9	6	9	12	12	8	6
2	2	2	2	2	2	2
	2	2	1	1	1	
18	23	18	17	13	9	7
4	5	5	4	5	5	4
9	8	11	12	10	7	6
8	9	9	8	6	4	4
7	8	7	6	5	3	3
1						
37	37	36	39	36	29	29
66	71	77	76	69	60	60
7	9	9	12	12	13	13
1	2	1	1			
2	2	1	1	1	1	1
11	15	16	16	16	17	16
6	6	6	5	5	5	5
1	1	1	2	2	2	2
1		1		1	1	1
1	1	1	2		2	2
			1	3	2	2
			1	1	1	1
1	1	1	1	1	1	1
		3	3	3	3	3
23	26	27	28	25	26	26
29	30	28	26	26	21	18
241	252	273	263	251	243	234

1860 - Equal Opportunity Investigation				
1899 - Investigation Student Trainee	4	7	6	
1910 - Quality Assurance	3	3	2	2
2001 - General Supply	6	7	8	7
2003 - Supply Program Management				
2005 - Supply Clerical and Technician	3	5	6	4
2010 - Inventory Management	2	3	3	4
2030 - Distribution Facilities and Storage Management				
2102 - Transportation Clerk and Assistant	1	1	1	
2130 - Traffic Management		1	1	1
2131 - Freight Rate				
2210 - Information Technology Management	561	597	631	639
2299 - Information Technology Student Trainee	6	3	7	10
2805 - Electrician	1	1	1	1
3314 - Instrument Making				
3502 - Laboring	2	1	1	1
3511 - Laboratory Working	1	1	1	1
4402 - Bindery Working	1	1	1	1
4417 - Offset Press Operating	1			
4714 - Model Making				
4715 - Exhibits Making/Modeling	1	1	1	1
4749 - Maintenance Mechanic	5	5	2	2
5703 - Motor Vehicle Operating		2	3	3
6907 - Materials Handler			1	1
EPA Total	18626	18474	18322	18103

			1	1	1	1
1	1	5	2			
1		1		1	2	2
6	6	8	7	6	6	4
5	4	4	4	4	4	4
4	4	3	3	3	3	3
				1	1	1
1	1	1	1	1	1	1
648	642	654	667	644	631	610
13	15	11	10	8	7	6
1						
	1	1	1	1	1	1
1	1	1	1	1	1	1
1	1					
1	1	1	1	1		
				1	1	1
1	1	1	1			
2	2	1	1	1	1	1
3	3	3	3	3	3	3
1	1	1	1			
18207	18448	18783	18741	18023	17026	16450

Supervisor: Staff ratio.

- Both Region 2 packages targeted nonsupervisory workforce. Please explain why supervisory staff are not being targeted for VERA/VSIP. The supervisor: staff ratio in Region 2 as of FY14 Q2 appears to be higher than all but two Regions, and all but four program offices at EPA.

We are aware that as our FTE allocation is reduced, our current organizational structure – which has been in place since July 2012 -- may need to be adjusted. However, we have not done the thorough analysis nor consultation that would enable us to move quickly to a reorganization (our experience has been this is a lengthy process involving employee/Union consultation, HQ consultation and concurrence, then the technical implementation process which itself takes considerable effort/time).

We intend to examine our organizational structure and staffing levels in depth after this VERA/VSIP process has played out. We may determine we need to reorganize and reduce the number of supervisors. At this time, however, it is premature for us to include our supervisory staff in the positions targeted for VERA/VSIP.

- What is Region 2's desired supervisor: staff ratio following VERA/VSIP? If supervisors are not targeted, should OMB expect the number of staff per supervisor to decrease as a result of VERA/VSIP?

As per the above response, we will examine our organizational structure, including supervisory ratios, after this second-round V/V plays out. We do not have a desired supervisor to staff ratio that we are targeting at this juncture. Given the modest number of proposed reductions, we expect our staff per supervisor ratio will only be marginally impacted.

Message

From: Kenyon, Michael [Kenyon.Michael@epa.gov]
Sent: 11/25/2017 12:18:21 AM
To: Szaro, Deb [Szaro.Deb@epa.gov]; Moraff, Kenneth [Moraff.Ken@epa.gov]
CC: Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Haslett, Brenda [Haslett.Brenda@epa.gov]
Subject: Correction: Proposed FTE Management Plan
Attachments: fte management plan R1 112417.docx; R1 office submissions of critical needs 112417.docx

I caught an error on the FTE management plan. Please use the attached documents.

From: Kenyon, Michael
Sent: Friday, November 24, 2017 7:12 PM
To: Szaro, Deb <Szaro.Deb@epa.gov>; Moraff, Kenneth <Moraff.Ken@epa.gov>
Cc: Haslett, Brenda <Haslett.Brenda@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>
Subject: Proposed FTE Management Plan

Deb and Ken –

Please find attached two draft documents: (1) a proposed FTE management plan, and (2) a table reflecting the top 5 critical needs identified by each office and my recommended actions.

I expect that you would bring the FTE management plan to the EMC and could share it with Headquarters, if appropriate. The critical needs table, on the other hand, is designed more for our own use internally within Region 1. Next week, Ken and I can share with the Office Directors and discuss.

I am recommending that we propose to Headquarters that we be allowed to move forward with **3 student conversions** and conduct agency-wide solicitations for **reassignments to 16 critical positions**. I have identified those student conversions and critical student conversions in a brief one-page attachment to the FTE management plan and, with greater detail, in the critical needs table. In the table, I have also recommended that we proceed with several lower-ranked positions just internally to Region 1, since they may allow some lower graded employees an opportunity.

As you know, when we make hiring decisions in the region, we normally take into account

- (1) RA priorities,
- (2) Office Director ranking of positions,
- (3) each office's FTE utilization vs. ceiling, and
- (4) available payroll in various PRCs.

In this case, I primarily made my recommendations to you on the OD rankings and each office's FTE utilization vs. ceiling. Deb, I'll assume you'll use your judgment on RA priorities. Because we have not been able to conduct any PRC payroll projections since September 30, we were not able to analyze the offices' critical needs with an eye to the payroll utilization in each PRCs. I am hoping that we are far enough below our FTE ceiling that we are low in most PRCs, but it is a bit of a crapshoot.

In comparing each office's FTE utilization vs. ceiling, I had to rely on an August 30, 2017 projection of FY2018 FTE utilization as compared to FY2017 FTE ceilings. I adjusted the utilization to reflect the retirements of Susan Studlien, Patti Grimes and Bill Dowd, who are the only retirees I could remember since August 30th, and the departure of two part-time students in OEP and OES. Because of the payroll and FTE projection issues we are currently experiencing, this is the best we could do now in analyzing FTE utilization rates. At the end of the day, all the offices are well below ceiling significantly and would benefit from the ability to fill several positions each. My recommendations reflect that.

Office	Percentage Utilization vs. FY2017 FTE Ceiling
ORA	91.9%
ORC	82.9%
OEME	91.1%
OEP	86.3%
OES	85.4%
OSRR	89.8%
OARM	83.0%

Hopefully this is helpful. Enjoy the weekend.

Mike

P.S. Deb, I figured out why HQ thinks we have a 9% attrition rate. They are counting the departure of our students as part of the attrition. Fine by me.

Message

From: Benoit, Peggy Ann [Benoit.Peggy@epa.gov]
Sent: 5/18/2017 7:11:00 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Howlett, Susan L. [Howlett.Susan@epa.gov]
Subject: All Offices - Draft Office V V Positions 5-18-17 300pm.xlsx
Attachments: Draft Office V V Positions 5-18-17 300pm.xlsx

Hello –

Enclosed is our final numbers, providing OES does not change anything. Two red tabs in the spreadsheet contain the summary table with all the office's submissions, the other Red Tab is our Themes by Appropriation. Right now, we are at 36 V/V offers, which will extend to 111 employees. I've included my interpretation of the Themes, and have populated the appropriation chart as a draft. Happy to discuss and walk you through the numbers.

Message

From: Shanahan, Katherine [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0689C2F973904399996F2229468AA803-SHANAHAN, KATHERINE]
Sent: 5/23/2017 10:59:25 PM
To: Moraff, Kenneth [Moraff.Ken@epa.gov]; Kenyon, Michael [Kenyon.Michael@epa.gov]
Subject: Region 1 DRAFT Targeted Positions Template 5-23-17.xlsx and
Attachments: Region 1 Targeted Positions Template 5-23-17.xlsx; R1 V-V Business Case Draft v3 5-23-17 830am.docx

Ken and Mike

This is pretty close to final – Ken, while I have had some ongoing discussions with Mike , you have not been involved in seeing any of these products. There are a number of pieces to the submission but these 2 documents are the “meat and potatoes”.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I would ask that you not share with a wider audience at this point please. I met multiple times with each office, reviewed their numbers and reasons and have reflected exactly what they provided to us. In developing the business case, Peggy and I worked to keep it as broad as possible in order to have as much flexibility after we see who leaves. We have a couple of small things to fix in the am but nothing substantial.

Kathie

Message

From: [Ex. 6 - Personal Privacy] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0689C2F973904399996F2229468AA803] [Ex. 6 - Personal Privacy]
Sent: 7/13/2017 5:11:21 PM
To: Martinson, Alice [Martinson.Alice@epa.gov]
CC: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Subject: FW: Region 1 VERA VSIP Proposal Summary, Spreadsheet of Targeted Positions, and Org Chart
Attachments: Region 1 Org Chart 5-24-17.pptx; Region 1 Targeted Positions Template 5-23-17.xlsx; R1 V-V Business Case 5-24-17.docx; Region 1 Targeted Positions Updated Template 5-25-17.xlsx; R1 Targetd positions office submissions 7-6-17 - .xlsx

Hi Alice

Jeremy suggested that I forward the information and question I raised to you for review and determination. Not knowing exactly what you will need to look at, I have included all of the documents that relate.

My question concerns the way we identified the inclusion of the GS -2210-13 position in our Information. All of our IT staff is part of OARM and our IT Management Branch is physically in the Boston Regional Office Building. We have a lab about 25 miles northwest of Boston which is the OEME Division. When we wrote our package, we noted (Boston, MA only) to make it clear that we were addressing the IT Branch, of which [Ex. 6 - Personal Privacy] is an employee. He is part of their FTE and budget. We were distinguishing anyone that might actually be part of OEME. We domicile him in the lab because of the size of the organization and it was more practical to house him there. Housing him in Boston and sending him to No. Chelmsford multiple times a week, would incur travel costs. His PS 50 lists his Duty Station as North Chelmsford in order to avoid any unnecessary travel costs. He volunteered to work at the Chelmsford location after he was selected for his position in response to a national posting for a job in Boston.

In our spreadsheets, we included him in our count for the IT Branch and anticipated him as one of the IT Branch's VERA eligibles, and when employees called after the All Hands meeting where we read the series and number of offers that were in our package, I confirmed for him that he was included.

Today, after reviewing the package and spreadsheet that was sent to OPM, [Ex. 6 - Personal Privacy] called me and asked if the phrase "Boston ONLY" in the R1 spreadsheet precluded him from applying because his duty station is listed as Chelmsford. The fact that he is asking the question has made me concerned that when the SSC is determining eligibility would this be confusing to you and cause you to say he is ineligible?

The first 3 documents on this attachment are our original submission to HQ; the 4th attachment is the updated spreadsheet we provided to HQ when they came out to the regions and asked us to unbundle our mixed series and the last is the document that we have now received showing what was submitted to OPM. I felt it only right to provide everything and let you be the decider of what you needed. Truly not trying to bury you in paper.

I pulled a seniority list for the IT Branch GS 13 2210 folks. I am also aware that [Ex. 6 - Personal Privacy] is buying back military time. As it currently stands, there is only one person senior to him whom I do not anticipate applying for the V/V.

INFORMATION TECHNOLOGY SECTION	[Ex. 6 - Personal Privacy]	GS-2210-13	2210 - Information Technology Management, GS-13	08/16/87
INFORMATION TECHNOLOGY SECTION		GS-2210-13	2210 - Information Technology Management, GS-13	02/28/92
INFORMATION RESOURCES SECTION		GS-2210-13	2210 - Information Technology Management, GS-13	07/21/85
INFORMATION RESOURCES SECTION		GS-2210-13	2210 - Information Technology Management, GS-13	10/19/87
INFORMATION RESOURCES SECTION		GS-2210-13	2210 - Information Technology Management, GS-13	04/22/90

INFORMATION RESOURCES SECTION	Ex. 6 - Personal Privacy	GS-2210-13	2210 - Information Technology Management, GS-13	07/02/89
INFORMATION TECHNOLOGY SECTION		GS-2210-13	2210 - Information Technology Management, GS-13	10/20/94

If there is anything that would preclude [REDACTED] from being a successful candidate, I would appreciate knowing that as quickly as possible so that we are able to determine any possible remedy. As a note, he was buying back his military time on the "installment plan" and has now changed to paying in full and he has already pursued outside employment opportunities and I know he submitted his application this am so I know he is quite serious about taking this offer if extended to him.

Thanks for your consideration and anticipated response. Please feel free to call if I can provide any further information.

Ex. 6 - Personal Privacy

AO	Series	Total Non-Term Employees	Retirement Eligible
COMBINED		344	75
AO COUNT		339	74
	0301 - Staff Assistant		
		20	6
OAES	0343 - Program/Management Analyst		
	0560 - Budget Analyst		
		19	3
OCHP	0343 - Program/Management Analyst		
	1301- Environmental Scientist		
	0401- Biologist		
	1001- Public Liaison Specialist		
		14	3
OCIR	0301 - Information Management Specialist		
	0343 - Program/Management Analyst		
	0905 - Attorney - Adviser		
	0301 - Congressional Liaison Specialist		
		39	6
OCR	0260 - Equal Employment Specialist/Manager		
Durham, NC	0260 - Equal Employment Specialist/Manager - Durham, NC		
Las Vegas, NV	0260 - Equal Employment Specialist/Manager - Las Vegas, NV		
Cincinnati, OH	0260 - Equal Employment Specialist/Manager - Cincinnati, OH		
		23	5
OEX	0326 - Office Automation Assistant/Clerk		
	0303 - Information Management Assistant		
	0301 - Information Management Specialist		
		16	2
OHS	0028 - Environmental Protection Specialist		
	0132 - Intelligence Operations Specialist		
	0343 - Program/Management Analyst		
	0819 - Environmental Engineer		
		10	2
OP	0028 - Environmental Protection Specialist		
	0110 - Economist		
	0301 - Staff Assistant		
	0301 - Program Specialist		
	0301 - Information Management Specialist		

		# of Targeted Positions												
		by Grade												
VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	SL	Total # of Targeted Positions		Max # of Offers	# to Restructure
80	311													
75	298										0			
		Ex. 6 - Personal Privacy												
2	1	0	0	2	2	4	0	0	0	0	8			
		Ex. 6 - Personal Privacy												
6	13	0	0	2	1	4	2		0	0	9			
		Ex. 6 - Personal Privacy												
1	1	0	0	4	0	3	3		0	0	10			
		Ex. 6 - Personal Privacy												
14	30	0	0	0	6	7	7		0	0	20			
		Ex. 6 - Personal Privacy												
6	18	0	0	1	2	3	9		0	0	15			
		Ex. 6 - Personal Privacy												
2	10	1	1	1	0	0	2		0	0	6			
		Ex. 6 - Personal Privacy												
3	5	0	0	2	0	1	0		0	0	3			
		Ex. 6 - Personal Privacy												

	0301 - Regulatory Impact Analyst		
	0343 - Program/Management Analyst		
	1301 - Senior Advisor Climate Adaptation		
OPEEE		130	25
	0301 - Public Liaison Specialist		
	1001 - Environmental Education Specialist		
	1035 - Public Affairs Specialist		
		13	4
OSDBU	0301- Information Management Specialist		
	0301 - Staff Assistant		
	0343 - Program/Management Analyst		
Los Angeles, CA	0343 - Program/Management Analyst		
		12	1
SAB	1301 - Environmental Scientist		
	1301 - Ethics Official		
	0343- Management Analyst		
	0401- Biologist		
	0110- Economist		
		14	5
OPA	0343 - Program/Management Analyst		
	1001 - Web/Communications Specialist		
	1035 - Public Affairs Specialist		
	0301 - Communications Specialist		
	1084 - Visual Information Specialist		
	1060 - Photographer		
	2210 - Information Technology Specialist		
		33	10
		339	74

		Ex. 6 - Personal Privacy														
28	115	0	0	0	3	5	5	6	0	1	2					
		Ex. 6 - Personal Privacy														
2	1	0	0	1	0	3	4	4	0	0	0					
		Ex. 6 - Personal Privacy														
4	12	0	0	2	0	2	2	2	0	0	0					
		Ex. 6 - Personal Privacy														
4	14	0	0	0	0	3	3	0	0	0	0					
		Ex. 6 - Personal Privacy														
		Ex. 6 - Personal Privacy														
5	17	0	0	0	1	12	0	0	0	0	0					
75	298	1	3	4	19	47	41	23	0	1	139	65	64			

0	<div>Ex. 6 - Personal Privacy</div>
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OAR	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)
ANN ARBOR, MICHIGAN	282	46	73
1102-Contracting	1	Ex. 6 - Personal Privacy	
110-Economist	3		
1301-General Physical Science	21		
1320-Chemistry	7		
1399-Physical Science Student Trainee	1		
1550-Computer Science	4		
1640-Facility Operations Services	4		
1801-General Inspection, Investigation, and Compliance	14		
1910-Quality Assurance	1		
201-Human Resources Management	2		
2210-Information Technology Management	8		
28-Environmental Protection Specialist	51		
301-Miscellaneous Administration and Program	13		
318-Secretary	1		
343-Management and Program Analysis	11		
4714-Model Making	1		
801-General Engineering	21		
802-Engineering Technical	12		
803-Safety Engineering	1		
819-Environmental Engineering	14		
830-Mechanical Engineering	62		
850-Electrical Engineering	4		
854-Computer Engineering	2		
893-Chemical Engineering	12		
899-Engineering and Architecture Student Trainee	4		
905-General Attorney	3		
99-General Student Trainee	4		
ANNAPOLIS, MARYLAND	1		
343-Management and Program Analysis	1		
AUTAUGA, ALABAMA	1		
1320-Chemistry	1		
DALLAS, TEXAS	1		
1301-General Physical Science	1		
DURHAM, NORTH CAROLINA	345	54	78
1035-Public Affairs	1	Ex. 6 - Personal Privacy	
1101-General Business and Industry	7		
110-Economist	9		
1301-General Physical Science	66		
1530-Statistics	6		
2210-Information Technology Management	9		
28-Environmental Protection Specialist	112		

[illegible]

301-Miscellaneous Administration and Program	27	Ex. 6 - Personal Privacy	
306-Government Information Specialist	1		
340-Program Management	7		
343-Management and Program Analysis	14		
401-General Natural Resources Management and Biological Sciences	3		
408-Ecology	1		
501-Financial Administration and Program	1		
560-Budget Analysis	2		
601-General Health Science	12		
819-Environmental Engineering	64		
893-Chemical Engineering	3		
LAS VEGAS, NEVADA	23	8	3
1102-Contracting	1	Ex. 6 - Personal Privacy	
1301-General Physical Science	10		
1306-Health Physics	1		
2210-Information Technology Management	1		
28-Environmental Protection Specialist	5		
303-Miscellaneous Clerk and Assistant	1		
343-Management and Program Analysis	2		
690-Industrial Hygiene	1		
819-Environmental Engineering	1		
MONTGOMERY, ALABAMA	39	9	10
1102-Contracting	1	Ex. 6 - Personal Privacy	
1301-General Physical Science	25		
1306-Health Physics	1		
1320-Chemistry	6		
1529-Mathematical Statistics	1		
1640-Facility Operations Services	1		
2210-Information Technology Management	2		
318-Secretary	1		
690-Industrial Hygiene	1		
SAN DIEGO, CALIFORNIA	1		
301-Miscellaneous Administration and Program	1		
WASHINGTON NAVY YARD, DC	1		
1301-General Physical Science	1		
WASHINGTON, DC	450	66	107
1035-Public Affairs	21	Ex. 6 - Personal Privacy	
1102-Contracting	4		
110-Economist	18		
1301-General Physical Science	43		
1306-Health Physics	5		
1320-Chemistry	3		
1350-Geology	2		
1515-Operations Research	1		
1530-Statistics	2		
1550-Computer Science	1		
1801-General Inspection, Investigation, and Compliance	1		

[illegible]

2210-Information Technology Management	9	Ex. 6 - Personal Privacy	
28-Environmental Protection Specialist	160		
301-Miscellaneous Administration and Program	18		
303-Miscellaneous Clerk and Assistant	1		
318-Secretary	6		
340-Program Management	6		
341-Administrative Officer	1		
343-Management and Program Analysis	89		
344-Management and Program Clerical and Assistance	3		
399-Administration and Office Support Student Trainee	1		
401-General Natural Resources Management and Biological Sciences	6		
408-Ecology	1		
801-General Engineering	3		
819-Environmental Engineering	33		
830-Mechanical Engineering	2		
861-Aerospace Engineering	1		
893-Chemical Engineering	2		
905-General Attorney	4		
99-General Student Trainee	2		
#N/A	1		
Grand Total	1144	184	271

Ex. 6 - Personal Privacy															
			1	1	3			3			8	2	8		
			1								1	1		1	
			1	2							3	1		3	
			1								1		1		
					1	16	6	1			24	5	24		
		2	1								3	1	3		
1002											67	20			

5/9/2017

OARM	OARM Office/Division	Total Non-Term Employees
CINCINNATI, OHIO	Total # All Series:	68
1654-Printing Services	OARM-Cincinnati	Ex. 6 - Personal Privacy
318-Secretary	OARM-Cincinnati	
343-Management and Program Analysis	OARM-Cincinnati (Records Management)	
DURHAM, NORTH CAROLINA	Total # All Series:	131
201-Human Resources Management	OARM-RTP	Ex. 6 - Personal Privacy
801-General Engineering	OARM-RTP	
WASHINGTON, DC	Total # All Series:	433
1001-General Arts and Information	OROM/IO	Ex. 6 - Personal Privacy
1102-Procurement Analyst	OAM	
1106-Procurement Clerical and Technician	OAM	
1109-Grants Management	OGD	
	OGD/Fellowships, IAGs and SEEs Branch	
	OGD/National Policy, Training and Compliance	
	OGD/Suspension and Debarment	
	OGD/Grants Management Branch	
2210-Information Technology Management		25
	OAM	
	OHR	
301-Miscellaneous Administration and Program		21
	OROM/AOSD	
	OROM/RAPD	
	OAM	
	OHR (Conflict and Info. Management Specialist)	
	OALJ	
303-Miscellaneous Clerk and Assistant	OHR	Ex. 6 - Personal Privacy
	OGD	
306-Government Information Specialist	OAM	
318-Secretary	OAM	
326-Office Automation Clerical and Assistance		
	OAM	
	OHR	
341-Administrative Officer	OAM	Ex. 6 - Personal Privacy
342-Support Services Administration	OA	
		106

			# of Targeted Positions											
			by Grade											
Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14	15	SES	Other	Total # of Targeted Positions	Max # of Offers	
9	21	65			1		2					3	3	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
11	19	111				1		1				2	2	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
93	112	407	1	5	4	13	46	54	26	0	0	149	93	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
			Ex. 6 - Personal Privacy											
Total 1109 Proposed:			0	0	0	3	3	3	1	0	0	10	6	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
Total 2210 Proposed:			0	0	0	0	7	3	2	0	0	12	10	
Ex. 6 - Personal Privacy			Ex. 6 - Personal Privacy											
Total 301 Proposed:			0	0	2	1	3	2	1	0	0	9	6	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
Total 326 Proposed:			1	1	0	0	0	0	0	0	0	2	2	
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy		
												11	10	

# to Restructure	# to Eliminate	Comments
3	0	
1		
1		
1		
0	2	
	1	
	1	
81	12	
1		Restructure, web content development and lower grade
16		
1		
2		
2		
1		
1		
6		
5	3	
2		
7	3	
1		Analytical skills
1		Restructure
1		
2		
	1	
5	1	
	1	
1		
3		
2		
1		
	1	
1	1	
1		
10		Plus 1 for restructuring since one is not part of the V/V

343-Management and Program Analysis	OROM/FACMD	Ex. 6 - Personal Privacy
	OROM/RAPD	
	OROM/AOSD	
	OAM	
	OGD	
	OHR	
	OA	
510-Accounting	OAM	
511-Auditing	OAM	
905-General Attorney	OROM/FACMD	
1801 - Compliance Specialist	OGD	
Grand Total		698

Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy	
Total 343 Proposed:			1		3	16	27	12				59	25
Ex. 6 - Personal Privacy												Ex. 6 - Personal Privacy	
121	164	643	1	5	5	14	48	55	26	0	0	154	98

2	1	
1		Analytical skills
2		Restructure to lower grade
3		
1		
5		
10		No Supervisory Positions Offered
24	1	
0	2	
2	2	
0	1	Attorney position not needed, legal support provided by OGC
1		
84	14	

					# of Targets					
					by Grade					
Region 1	Total Non-Term Employees	Retirement Eligible	VERA Eligible (does not include RE)	VSIP	1-4	5-8	9-11	12	13	14
BOSTON, MASSACHUSETTS	511	120	185	473						
0344-Management and Program Clerical Assistance					Ex. 6 - Personal Privacy					
0303-Administrative Support Assistant										
0029-Environmental Protection Assistant										
0028-Environmental Protection Specialist										
0819-Environmental Engineer										
0819-Environmental Engineer										
0028-Environmental Protection Specialist										
0819-Environmental Engineer										
0028-Environmental Protection Specialist										
1301-Physical Scientist										
0401-Life/Biological Scientist										
0819-Environmental Engineer										
0028-Environmental Protection Specialist										
0819-Environmental Engineer										
1301-Physical Scientist										
1035-Public Affairs										
1101-General Business and Industry										
1102-Contracting										
1109-Grants Management										
1160-Financial Analysis										
1301-General Physical Science					Ex. 6 - Personal Privacy					
1306-Health Physics										
1315-Hydrology										
1350-Geology										
1399-Physical Science Student Trainee										
1810-General Investigating										

d Positions				ade			
15	SES	Other	Total # of Targeted Positions	Max # of Offers	# to Restructure	# to Eliminate	Comments
			Ex. 6 - Personal Privacy	1		1	Eliminate 1 GS-0029-08, GS-0303-7, GS-0344-07 (OSRR). 1 V/V offer limited to GS-0344/0303/0029-7/8, to all OSRR employees.
				2	1	1	Eliminate 1 GS-0819/0028-13 (OES); Restructure 1 GS-0819/0028-12 (OES). 2 V/V offers limited GS-0819/0028-13, in A&P2
				1	1		Restructure 1 GS-0819/0028-13 (OES). 1 V/V offer limited to GS-0819/0028-14, Technical Enforcement Branch
				2	2		0819/1301/0401/0028 (OES). - 2 V/V offers limited GS-13's in four series: 0819/1301/0401/0028, in Technical Enforcement Branch.
				1		1	Eliminate 1 GS-12 0819/0028 (OES). 1 V/V offer limited GS- 12's
				2	2		Restructure 2 GS-0819/1301-12 (OSRR). 2 V/V offers limited GS-
1				2	1	1	Eliminate 1 GS-1301-15 (ORA). 1 V/V offer limited to GS-1301-15, ORA Immediate Office. Restructure 1 GS-1301-12 (OEP). 1 V/V offer limited GS-1301-13, Air Programs Branch: Air Permits, Toxics and Indoor Programs.
			Ex. 6 - Personal Privacy	1		1	Eliminate 1 GS-1810-13 (OSRR). 1 V/V offer limited to GS-1810-13 on Technical and Enforcement Support Branch.

18-Safety and Occupational Health Management
201-Human Resources Management

Ex. 6 - Personal Privacy

2210-Information Technology Management
260-Equal Employment Opportunity

Ex. 6 - Personal Privacy

28-Environmental Protection Specialist

Ex. 6 - Personal Privacy

0028-Environmental Protection Specialist (RPM)

0028-Supervisory Environmental Protection
Specialist

29-Environmental Protection Assistant

Ex. 6 - Personal Privacy

301-Miscellaneous Administration and Program

Ex. 6 - Personal Privacy

303-Miscellaneous Clerk and Assistant

[illegible]

304-Information Receptionist
306-Government Information Specialist
318-Secretary

326-Office Automation Clerical and Assistance
340-Program Management

342-Support Services Administration
343-Management and Program Analysis
344-Management and Program Clerical and Assistance
399-Administration and Office Support Student Trainee

401-General Natural Resources Management and Biological Sciences
499-Biological Science Student Trainee

501-Financial Administration and Program
510-Accounting

525-Accounting Technician
560-Budget Analysis
80-Security Administration

819-Environmental Engineering
899-Engineering and Architecture Student Trainee

905-General Attorney

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

Ex. 6 - Personal Privacy

			Eliminate 1 GS-0304-07 (ORA). 1 V/V offer limited GS-0304-07, Public Affairs Unit.
			Restructure 1 GS-0342-9/11 (OARM). 1 V/V offer limited to GS-0342-12, in Customer Services and Facilities Unit.
			Restructure 1 GS-0401/1301-12 (OEP). 1 V/V offer limited to GS-0401-13, Wetlands, Water Quality and Information Branch - Wetlands Protection Section only.
			Restructure 1 GS-0501-11 (OARM). 1 V/V offer limited GS-0501-12 in Comptrollers Office.
			Eliminate 1 GS-0525-09 (OARM). 1 V/V offer limited to GS-0525-09 in Comptrollers Office.
			Restructure 1 GS-0819-7/9/12 (OSRR). 1 V/V offer limited to GS-0819-13, Technical and Support Branch - Technical and Enforcement Support Section only.
			Restructure 1 GS-0260-12/13 (ORA) - 1 V/V offer limited to GS-0905-15, in OCRUA; Restructure 2 GS-0905-14 (OES) - 2 V/V offers limited GS-0905-15 in Legal Enforcement Branch - Superfund and Regulatory Legal Offices.
8			

Ex. 6 - Personal Privacy

950-Paralegal Specialist	3	Ex. 6 - Personal Privacy									
99-General Student Trainee	2										
NORTH CHELMSFORD, MASSACH	56	17	16	45							
1301-General Physical Science	13	Ex. 6 - Personal Privacy				Ex. 6 - Personal Privacy					
1320-Chemistry	16										
1399-Physical Science Student Trainee	1										
18-Safety and Occupational Health Management	1										
2210-Information Technology Management	1										
28-Environmental Protection Specialist	2										
318-Secretary	1										
340-Program Management	1										
342-Support Services Administration	2										
343-Management and Program Analysis	1										
401-General Natural Resources Management and Biological Sciences	5										
819-Environmental Engineering	11										
899-Engineering and Architecture Student Trainee	1										
Grand Total	567	137	201	521	1	7	1	10	73	10	

<div>Ex. 6 - Personal Privacy</div>							Restructure 1 GS-1301-12 (OEME). 1 V/V offer limited to all GS-1301-13 OEME employees.
							Restructure 1 GS-1301-14 (OEME). 1 V/V offer limited to all GS-1301-15 OEME employees
							Restructure 1 GS-1320-12 (OEME). 1 V/V offer limited to all OEME GS-1320-13 employees.
10	0		112	36	25	11	

Message

From: Shanahan, Katherine [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0689C2F973904399996F2229468AA803-SHANAHAN, KATHERINE]
Sent: 6/29/2017 8:00:49 PM
To: Doucette, Judi [Doucette.Judi@epa.gov]; Dowd, Bill [Dowd.Bill@epa.gov]
BCC: Grazick, Jason [Grazick.Jason@epa.gov]; Benoit, Peggy Ann [Benoit.Peggy@epa.gov]
Subject: VERA VSIP Budget Pages
Attachments: VV Tables.docx; Office of Water VERA and VSIP Justification with Budget Final 05-24-17.docx; R1 V-V Checklist Budget Info .docx; Copy of Draft V V Positions for Estimated Cost Savings 5-18-17 v3 3pm cost included.xlsx

I attached our submission, Shannon's worksheet, the Region 10 sheet they referenced, and the one that the Office of Water shared with all of the footnotes. On ours, on Table B , we will have to change our numbers to "0".

As soon as I have anything else, I will send

We have a good understanding of what Shannon did so unless they send us something much different from what they said on the call, I think we are in decent shape

Thanks

Kathie

October 28, 2014

MEMORANDUM

SUBJECT: Voluntary Separation Incentive Payment (VSIP) and Voluntary Early Retirement Authority (VERA) Opportunities

FROM: Kenneth J. Kopocis
Deputy Assistant Administrator

TO: All Office of Water Employees

I am pleased to announce that the Office of Personnel Management (OPM) has approved our request to offer VSIP (also known as buy-out) and VERA (also known as early-out) opportunities. As our organization implements various workforce planning efforts, we want to take advantage of these and other flexibilities and tools to help ensure that our workforce possesses the mix of skills most appropriate for carrying out our mission.

In accordance with statute and regulations, we identified for OPM the specific grades, occupational series, and geographic locations designated for VERA and VSIP, and we have received approval from OPM for the categories identified in Attachment A. The total number of VSIPs offered will be 60. If the number of applications received exceeds the total number of VSIPs we can offer under one of the categories identified in Attachment A, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date - EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first. Attachment A also shows the maximum number of applications that will be approved by organization, grade, occupational series, and geographic location, as applicable.

You can find basic eligibility criteria for VSIPs and VERAs in Attachment B. The Las Vegas Human Resources Shared Service Center (HR SSC) can provide you with more information about VSIPs and VERAs, as well as benefits and retirements, and can assist you with retirement annuity estimates. Attachment C provides a list of your Las Vegas HR SSC contacts. In addition, you are encouraged to review your electronic Official Personnel File (OPF) prior to submitting an application to ensure that all information is accurate.

If you decide to apply, you should do so early in the application period, which opens on October 28, 2014 and closes at 11:59 p.m. Eastern time on November 18, 2014. Applications will be accepted during this period using the [**HYPERLINK** "<http://intranet.epa.gov/rtp/2015buyout/>"]. Specific instructions on how and when to apply are in Attachment D. If your application is approved and you decide to proceed with VERA or VSIP, you must depart during the separation window which ends on January 9, 2015. If you decide to withdraw your application, you must do so by January 8, 2015.

If you do proceed with VERA or VSIP, before leaving the Agency you are required to ensure that records for which you are responsible are identified and stored in a record keeping system or transferred to your supervisor or successor. If you have any questions about your records management responsibilities, please contact your [**HYPERLINK** "<http://www.epa.gov/records/contact.htm>"].

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision. No one will be pressured to submit an application, and no one is required to

accept an offer. You are urged to carefully consider the information provided and your personal situation prior to making a decision.

We will continue to provide anyone considering this decision with useful information and expert contacts. We plan to use all flexibilities and tools available to help the Office of Water most effectively support both individual employees as well as the agency's strategic mission.

Thank you.

Attachments

APPROVED EMPLOYEE CATEGORIES FOR VERA AND VSIP**Targeted Positions and Maximum Number of VSIPs to be Offered to Targeted Positions by Series**

If a low response is received in any series, management may reallocate VSIP offers to series which may receive a high interest. The total number of VSIPs will not exceed 60.

Office	Series	Grades GS/GM	Current Number Targeted Positions	Up to Maximum Number of VSIP Offers
	0028			
Office of the Assistant Administrator (OAA)		13,14, 15	12	
Office of Ground Water and Drinking Water (OGWDW)		13, 14, 15	52 (4 in Cincinnati)	
Office of Science and Technology (OST)		13,14, 15	28	
Office of Wastewater Management (OWM)		13, 14, 15	41	
Office of Wetlands, Oceans and Watersheds (OWOW)		13, 14, 15	58	
	Total 0028		191	Up to 15
	0301			
OAA		13, 14, 15	4	
OGWDW		13	2	
OST		13, 14	5	
OWM		13, 14	2	
OWOW		13	2	
	Total 0301		15	Up to 3
	0343			
OAA		13, 14, 15	22	
OGWDW		13, 14, 15	15	

			(1 in Cincinnati)	
OST		13, 15	7	
OWM		13, 14, 15	15	
OWOW		13, 14, 15	17	
	Total 0343		76	Up to 10
	0401			
OGWDW		13, 14	3 (1 in Cincinnati)	
OST		13, 14, 15	11	
OWM		13	2	
OWOW		13, 14	7	
	Total 0401		23	Up to 3
	0482			
OST		14	1	
	Total 0482		1	Up to 1
	0801			
OWM		13	1	
	Total 0801		1	Up to 1
	0819			
OGWDW		13, 14, 15	23 (6 in Cincinnati)	
OST		13, 14, 15	7	
OWM		13, 14	10	
OWOW		13	2	
	Total 0819		42	Up to 5
	1035			
OAA		13, 14, 15	3	
OST		13	1	
OWOW		15	1	
	Total 1035		5	Up to 1
	1301			
OGWDW		13, 14	23 (4 in Cincinnati)	
OST		13, 14	21	
OWM		13, 14, 15	10	
OWOW		13, 14, 15	11	

	Total 1301		65	Up to 6
	1315			
OAA		15	1	
OGWDW		13, 14	2	
	Total 1315		3	Up to 1
	1350			
OGWDW		13, 15	3	
OWOW		14	1	
	Total 1350		4	Up to 2
	2210*			
OAA		13, 14, 15	8	
OGWDW		13, 14, 15	8	
OST		14	1	
OWM		13	2	
OWOW		13, 14, 15	5	
	Total 2210		24	Up to 6
	0341			
OGWDW		14	1 (Cincinnati)	
	Total 0341		1	
	0403			
OGWDW		13, 14	3 (Cincinnati)	
OST		13, 14	6	
	Total 0403		9	
	0408			
OWOW		13	1	
	Total 0408		1	
	0415			
OST		13, 14	4	
	Total 0415		4	
	0560			
OST		13, 14	2	
	Total 0560		2	
	0601			
OGWDW		13, 14	2	

			(1 in Cincinnati)	
OST		15	1	
	Total 0601		3	
	0893			
OST		13, 14	3	
OWM		14, 15	2	
	Total 0893		5	
	1102			
OAA		14	1	
	Total 1102		1	
	1109			
OGWDW		14	1	
	Total 1109		1	
	1160			
OGWDW		14	1	
	Total 1160		1	
	1320			
OGWDW		13, 14	5 (4 in Cincinnati)	
OST		14	1	
OWOW		14	1	
	Total 1320		7	
	1515			
OST		15	1	
	Total 1515		1	
	Total Job Series: 341, 403, 408, 415, 560, 601, 893, 1102, 1109, 1160, 1320, 1515		36 (5 in Cincinnati)	Up to 6
	Total All Series		486**	Up to 60**

Notes:

*** GS-2210, only Information Technology Management (non-security) positions are being targeted in this VERA-VERA request**

**** Includes supervisory positions**

**VOLUNTARY SEPARATION INCENTIVE PAYMENT (VSIP) AND VOLUNTARY
EARLY RETIREMENT AUTHORITY (VERA) ELIGIBILITY**

NOTE: This chart is intended to provide information about general eligibility. If you have any questions about whether or not you meet any of the criteria, you should apply, so the Human Resources Shared Service Center can make an official determination.

You ARE eligible for a VSIP if you:	You ARE eligible for VERA if you:	You are NOT eligible for VSIP if you:
are serving under an appointment without time limitation	meet the minimum age and service requirements: - at least age 50 with at least 20 years of credible federal service OR - any age with at least 25 years of creditable federal service	are a reemployed annuitant
have been currently employed by the federal government for a continuous period of at least three years	have been continuously employed by the Agency for at least 31 days before the date your region or program office initially requested OPM approval for VERA	have a disability such that you are or would be eligible for disability retirement
are serving in a position covered by your region or program office's VSIP offer	are serving under an appointment without time limitation	have received a decision notice of involuntary separation for misconduct or unacceptable performance
apply for and receive approval for a VSIP from the Agency	have not received a final removal decision based on misconduct or unacceptable performance	have previously received a VSIP from the federal government
separate by January 9, 2015	are serving in a position covered by your region or program office's VERA offer	performed service during the 36-month period preceding the date of separation for which a student loan repayment benefit was paid or is to be paid
	retire under the VERA option during your program or region's VERA window	performed service during the 24-month period preceding the date of separation for which a recruitment or relocation bonus was paid or is to be paid
		performed service during the 12-month period preceding the date of separation for which a retention bonus was paid or is to be paid

POINTS OF CONTACT

If you have questions about retirement and benefits or general questions about VERA and VSIP, please contact Las Vegas Human Resources Shared Service Center Human Resources Shared Service Center (HR SSC) as shown below. You may also contact the Las Vegas HR SSC if you have questions about FHR Navigator (the on-line retirement annuity tool) or wish to have a retirement estimate prepared.

Email: GroupTeamVegas@EPA.gov
Please include VERA/VSIP Request in the Subject Line

Or

Telephone: 702-798-2401

If you have specific questions about the Office of Water's VERA or VSIP package, please contact Alfredo Torrez, at (202) 564-6621 or torrez.alfredo@epa.gov.

HOW AND WHEN TO APPLY FOR VERA AND VSIP

Before You Apply	<p>Read the memorandum from your region or program office announcing the VERA and VSIP. You should ensure that you are in an approved employee category by reviewing Attachment A. If you are interested in the VERA or VSIP but are unsure about your eligibility, you should apply during the application window, so the Human Resources Shared Service Center (HR SSC) can make an official determination.</p>
Where to Find Additional Information	<p>The Office of Personnel Management has information on its website regarding [HYPERLINK "http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/"] and [HYPERLINK "http://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/"]. You may also view frequently asked questions at [HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"].</p> <p>If you need additional information, please call or email the Las Vegas HR SSC points of contact identified in Attachment C.</p>
Estimating Retirement Pay	<p>The [HYPERLINK "https://fhrnavigator.com/frbweb/logon.do?operation=index&client=EPA"] allows you to estimate your basic annuity. Instructions on how to use the FHR Navigator can be found at [HYPERLINK "http://intranet.epa.gov/policy/buyouts/index.htm"].</p> <p>If you would like to discuss your estimated annuity or other benefits or if you would like to have the Las Vegas HR SSC run an estimate for you, please call or email the points of contact identified in Attachment C.</p>
Application Window	<p>The application window (the time during which you must apply for a VERA or VSIP) opens October 28, 2014 and closes at 11:59 pm Eastern Time on November 18, 2014. Applications submitted after 11:59 p.m. EST, November 18, 2014, will not be considered.</p>
Application Process	<p>Step 1: Go to the electronic application form at: [HYPERLINK "http://intranet.epa.gov/rtp/2015buyout/"]</p> <p>Step 2: Complete your application form and press submit when you have fully completed all of the blocks. If you need assistance completing the form or if you require an alternative text format, please contact the Las Vegas HR SSC as identified in Attachment C.</p> <p>You should apply early in the application window in case you experience any problems or issues in applying.</p> <p>Step 3: You will receive an email notification when your application has been received by the HR SSC and your region or program office.</p> <p>Step 4: If you haven't already run your retirement estimate or haven't had the HR SSC complete an estimate for you, please follow the instructions in the box above on Estimating Retirement Pay to obtain an estimate.</p>
After You Apply	<p>The Las Vegas HR SSC will review your application and notify you of your eligibility. You should receive a notification NLT December 17, 2014. If you are eligible and your application is approved, the Las Vegas HR SSC will ask you to complete the necessary paperwork to process your separation.</p>



**U.S. Environmental Protection Agency
Request for
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority
For the
Office of the Chief Financial Officer (OCFO)**

- I. Introduction**
- II. Background**
- III. Reshaping the Workforce**
- IV. Budget Neutrality/Costs/Savings**
- V. Template for Combined VSIP/VERA Request**

Attachments:

- Attachment 1 – Organization Chart**
- Attachment 2 – Targeted Positions for VERA/VSIP Offers**
- Attachment 3 – Job Series and Positions Excluded from VERA/VSIP Offers**
- Attachment 4 – Targeted Positions for VERA/VSIP Offers and Maximum Number of VERA/VSIP Offers to Be Made in OCFO**

**U.S. Environmental Protection Agency
Office of the Chief Financial Officer (OCFO)
Voluntary Separation Incentive Payments
and
Voluntary Early Retirement Authority**

I. Introduction

In accordance with Section 1313(b) of the Chief Human Capital Officer's Act of 2002, the U.S. Environmental Protection Agency (EPA) is requesting approval authority through April 30, 2014 for the use of Voluntary Separation Incentive Payments (VSIP/Buy-Out) and Voluntary Early Retirement Authority (VERA/Early-Out). The Office of the Chief Financial Officer (OCFO) will use these authorities to:

- **Reduce the Number of Supervisory Positions:** We propose to reduce the number of management positions by offering VERA/VSIP to all supervisors in all series GS 13 and above, excluding Senior Executive Service (SES) members. [Target: 43 management positions. VERA/VSIP Offers Available: 8]
- **Reduce and Restructure Non-Supervisory GS-13, GS-14, and GS-15 Positions:** We propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS 13, 14 and 15 employees in these job series: legislative analysts, information management specialists (301 series), program/management analysts, and events coordinator (343 series), financial administration and program management (501 series), budget analysts (560 series), and environmental scientists (1301 series). [Target: 69 positions. VERA/VSIP Offers Available: 12]
- **Replace Administrative and Internal Management Positions with Positions for Analysis, Budget and Financial Management, Performance Management, Oversight of Management Controls, and Information Management and Technology:** We propose to offer VERA/VSIP to OCFO program specialists (301), clerks (303), secretaries (318 series), administrative officers (341 series), program/management analysts (343 series), and budget analysts (560 series), in grades 13 and below. [Target: 23 non-supervisory positions (excludes Center for Environmental Finance employees accounted for below). VERA/VSIP Offers Available: 4]
- **Reduce the Number of Employees Managing the Environmental Finance Center (EFC) Grant Program, and the Environmental Finance Advisory Board (EFAB):** We propose to reduce the number of positions allocated to the Center for Environmental Finance (CEF) from five positions to four by offering VERA/VSIP to all non-SES employees in all series in CEF. [Target: 5 non-supervisory positions. VERA/VSIP Offers Available: 1]

Both the VERA and VSIP opportunities will be offered to 140 managers and staff in targeted series in all components of OCFO. As noted in section III, targeting decisions were made by senior managers based on the specific mission needs required to reshape OCFO. This proposal sets a maximum number of 25 VERA/VSIPs to be offered, with a prorated number to be assigned to the four categories of positions noted above. Decisions on who receives VSIPs will be made on the basis of seniority [as determined by: first, grade/step; then, service computation date (SCD) within each of the four categories targeted above.] In cases where individuals within a category have the same grade/step and SCD, decisions will be based on SCD/years of EPA service as a tie-breaker. In cases where individuals within

a category have the same grade/step, SCD, and years of EPA service, decisions will be made on functional and organizational need.

II. Background

OCFO formulates and manages EPA's annual budget and performance plan, coordinates EPA's strategic planning efforts, develops EPA's annual Performance and Accountability Report, and implements the Government Performance and Results Modernization Act. OCFO also provides financial services for the Agency and makes payments to EPA grant recipients, contractors, and other vendors. The office provides policy, reports, and oversight essential for the financial operations of EPA and has responsibility for information technology planning, development, and deployment of financial and resources management systems for the Agency. OCFO is the Agency lead for management integrity and audit management. OCFO's Center for Environmental Finance assists the public and private sectors in the search for creative approaches to funding environmental programs, projects and activities.

Within the last ten years, OCFO has undergone two major reorganizations. In FY 2003, OCFO reorganized to delayer the organization by elevating existing divisions into offices, with all offices and their directors reporting to the Deputy Chief Financial Officer. In FY 2008, OCFO reorganized to consolidate most IT systems and functions into a new Office of Technology Solutions, and redesign portions of the Office of Financial Services to focus on strategic planning and oversight under the direction of a Deputy Office Director and to create a new Federal Employee Relocation Center to cross-service permanent change of station (PCS) for other agencies as well as EPA.

The current OCFO is comprised of the following major components:

- Chief Financial Officer's Immediate Office (CFO/IO), including:
 - Office of Resource and Information Management (ORIM)
 - Policy Assessment and Integration Staff (PAIS)
- Center for Environmental Finance (CEF)
- Office of Budget (OB)
- Office of Financial Management (OFM)
- Office of Financial Services (OFS)
- Office of Planning, Analysis, and Accountability (OPAA)
- Office of Technology Solutions (OTS)

Since FY 2009, OCFO's programs and functions have undergone further significant changes that have resulted in new demands for a technologically sophisticated workforce.

- OCFO has implemented new technology, such as the Compass Core Financial System, a key element of EPA's overall Financial System Modernization Plan. Compass was implemented in October 2011 and provides increased integration among EPA's various systems and adds new functionality. It is framed by EPA's business requirements and the objectives set forth by the Office of Management and Budget's Financial Management Line of Business (FM-LoB) initiative under the President's Management Agenda. Compass, which includes three elements – software, integration, and hosting – is a project with complex management requirements.
- OCFO has implemented a number of system-based solutions for processes that were previously manual. One example is EPA's Unliquidated Obligations (ULOs) Desktop Tool, which replaced the manual ULO review process with an electronic review process. Along with a new ULO policy

requiring annual review of all ULOs, the tool facilitates review and annual certification, strengthens the ability to validate compliance with review requirements, and includes: grants, interagency agreements, contracts, travel, and miscellaneous expenses. Another tool is the Recertification Database, a reprogramming tool that eliminated manual data entry requirements.

- In May 2011, EPA approved the migration of its human resource (HR) and payroll systems to the Department of the Interior’s Interior Business Center (IBC) to improve HR transaction processing and reporting. EPA will migrate to IBC in 2014. However, while payroll is migrating to IBC, time-and-attendance will remain at EPA using an upgraded PeoplePlus system that will interface with HR and payroll. This is part of the HR Line of Business initiative mandated by the Office of Management and Budget (OMB) to improve overall efficiency and quality of the government’s HR practices, as well as the Office of Personnel Management’s e-Government initiative.
- EPA is transitioning to a new suite of E-discovery tools and a new suite of collaborative tools to manage document development and record keeping. OCFO will make use of agency-wide software solutions to carry out this work, and must restructure positions to better align staff with the new work requirements.

In addition to these technology-driven changes, funding has been reduced for the EFC grant program from \$2 million to \$617,000, as the EFCs have become more independent and successful in leveraging resources to achieve needed environmental improvements. There also has been a reduction in the members of the Environmental Finance Advisory Board, from 30 to 21, resulting in travel savings. As a result, fewer CEF employees are needed to manage the program.

EPA implemented sequestration and furloughs during FY 2013 which had a significant impact on OCFO programs, operations, and systems, leading to the need to make changes in the distribution of work as well as workforce skills.

In 2013, OCFO senior managers began a new assessment of the organization and its ability to carry out its mission after sustaining budget and FTE reductions since 2009.

Fiscal Year	Appropriated Full-Time Equivalents	Appropriated Dollars All BOCs (Thousands)
Enacted FY 2009	356	\$79,488
Enacted FY 2013	331.9	\$69,464

OCFO senior management determined that the organization, its processes, and its workforce must be further modernized to meet critical mission requirements as effectively as possible and with a reduced level of resources going forward. As noted earlier, we already have implemented new technologies to make our work easier and more cost-effective. In addition, we have identified business processes for “LEANing” — a customer-centric methodology used to continuously improve any process through the elimination of waste, thus creating more value for customers with fewer resources:

- Superfund Cost Recovery;
- National Program Manager (NPM) Guidance Process;
- Reimbursable Agreements;
- Cross-cutting Fundamental Strategy Key Performance Indicators;
- Budget Execution;
- Transit Subsidy Payment Process; and

- Travel Card Oversight.

However, leveraging new technologies and LEANing business processes are not enough to enable OCFO to satisfy its mission needs given shrinking funding and staffing. Changes to OCFO's workforce composition are necessary as well.

III. Reshaping the Workforce

As of November 1, 2013, OCFO had 351 onboard staff, as well as a small number of vacant mission-critical positions in the process of being filled. By the end of Fiscal Year 2014, OCFO must be at 330.3 FTE utilized. We already have implemented new technologies to make our work more efficient and cost-effective. We already have identified business processes for "LEANing." However, leveraging new technologies and LEANing are not enough to enable OCFO to satisfy its mission needs given shrinking funding and staffing. OCFO's rate of attrition over two years has averaged 3.5%. To reduce to 330.3 FTE utilized by the end of FY 2014, we cannot rely on traditional attrition alone given the current economy and job market. Core work still needs to be done, and departing staff are not always the ones the organization can afford to lose, so some must be backfilled.

Furthermore, we need to address skill gaps. The OCFO workforce must be reshaped to ensure we have the right people in the right place at the right time to carry out the mission, now and in the future. We must gain expertise in:

- advanced analytics by eliminating obsolete program/management analysts (343 series) and budget analysts (560 series) positions and replacing some with new positions requiring skills in advanced analytics in those same series,
- data/information management and analysis by hiring information management specialists (0301 series) with these skills,
- resource and financial management by hiring more accountants (510 series), and resource and financial management specialists (501 series), and
- new technology by bringing in information technology specialists (2210 series) with this knowledge and expertise.

Depending on the results of the VERA/VSIP effort, OCFO would like to hire up to 15 new employees with expertise in these areas. To make room for hiring to bring in these skills, we plan to abolish obsolete administrative and internal management positions as employees vacate. We will fill a smaller number of new positions with the aforementioned needed skills to meet current and new mission demands, and deliver high quality products in a more efficient manner.

In addition to addressing skills mix, during the FY 2013 assessment, OCFO senior leadership agreed on the need to develop "bench strength" to draw from in mission-critical areas when others leave. We also agreed on the need to fix an uneven distribution of work: some organizations and employees are not fully utilized while others are overwhelmed. Therefore, the organization must proactively target those positions which have become excess or obsolete, and provide incentives for the incumbents to leave voluntarily, to allow hires in mission critical areas to be made.

So, to ensure that OCFO has the right people, in the right place, at the right time, we have determined that implementation of VERA/VSIP authority is necessary. Specifically, OCFO plans to:

- **Reduce the Number of Supervisory Positions:** As staffing levels are reduced, fewer supervisors are needed. In addition, due to anticipated reorganizations and the efficiencies to be realized, the number of management positions will be reduced as organizational units are combined. Among the organizational changes that OCFO is considering are: consolidation of OCFO's policy functions into the Office of Financial Management (OFM) to take advantage of the extensive work OFM has done updating and making more accessible the suite of agency financial policies; and consolidation of the GAO audit function (OB) with the IG audit management function in OPAA. In addition, OCFO is reducing the number of supervisory layers in organizations that have become smaller over time as priorities, funding, and FTE levels have changed. For example, the Office of Resource and Information Management (ORIM) has 14 positions, two of which are supervisory; one of these supervisory positions may be eliminated after critical personnel issues are addressed. Use of the authorities to create attrition in management positions will make implementation of organizational changes easier. Supervisory vacancies created by use of VERA/VSIP authority would result in fewer displaced supervisors when consolidating staffs.

Therefore, we propose to reduce the number of management positions by offering VERA/VSIP to all supervisors in all series at the GS-13 level and above, excluding Senior Executive Service (SES) members. OCFO supervisors are in these job series: Program Manager (340 series), Program/Management Analysis (343 series), Financial Management Specialist (501 series), Accountant (510 series), and IT Specialist (2210 series). [Supervisors who are IT Specialists do not manage OCFO's IT Security Program; they are being offered VERA/VSIP because they are supervisors. All 2210 IT Management (Information Security) positions are excluded from the targeted population.] See Attachment 2 for additional information.

[Target: 43 management positions. VERA/VSIP Offers Available: 8]

- **Reduce and Restructure Non-Supervisory GS-13, GS-14, and GS-15 Positions:** Over time, OCFO's programs and functions have undergone significant change, particularly in the use of technology. As a result, we now have a higher number of non-supervisory positions at the GS-13, GS-14, and GS-15 levels than we need to carry out our work as it is now and likely to be in the future. While some high-graded non-supervisory positions are still needed due to the complexity, technical nature, and national implications of OCFO's work, others can be eliminated or changed to a lower grade because programs and functions that were once cutting-edge and required ongoing senior-level attention and involvement have now become routine and fully integrated into OCFO's daily processes. OCFO plans to reduce or restructure the non-supervisory Associate Staff Director, Senior Advisor, and Special Assistant positions. Other GS-13/14/15 positions can be changed to lower grades. Therefore, we propose to reduce and restructure our nonsupervisory high-graded workforce by offering VERA/VSIP to GS 13/14/15 employees in these job series: 301, 343, 501, 560, and 1301. [Target: 69 positions. VERA/VSIP Offers Available: 12]
- **Replace Administrative and Internal Management Positions with Positions for Analysis, Budget and Financial Management, Performance Management, Oversight of Management Controls, and Information Management and Technology:** Over time, OCFO's programs and functions have undergone significant change, particularly in the use of technology. As a result, we now have a higher number of administrative and support staff than we need to carry out our work as it is now and likely to be in the future. At the same time, we have an insufficient number of staff

with critical skills in analysis and critical thinking, budget and financial management, performance management, oversight of management controls, and information management and technology. While some administrative and support staff are still needed to perform the central administrative functions that all organizations have, several of these positions need to be replaced with new positions calling for different skill sets. To free up administrative and support positions which could be converted, we propose to offer VERA/VSIP to OCFO program specialists (301 series), clerks (303 series), secretaries (318 series), administrative officers (341 series), program/management analysts (343 series), and budget analysts (560 series) in grades 13 and below. [Target: 23 non-supervisory positions (excludes CEF employees already accounted for below). VERA/VSIP Offers Available: 4]

- **Reduce the Number of Employees Managing the EFC Grant Program, and EFAB:** The Environmental Finance Program has been in existence since 1989 with a mission to work proactively with states, tribes, nonprofit organizations, and the private sector to identify financing mechanisms in support of environmental programs and policies that protect human health and the environment. Reduction in the amount of funding for the grant program, improved business processes, and maturation of the program have reduced the number of staff needed for oversight of the EFC grant program. Also, there has been a reduction in the number of EFAB members, from 30 to 21, resulting in travel savings. Therefore, we propose to reduce the number of non-supervisory positions allocated to CEF from five positions to four by offering VERA/VSIP to all non-supervisory employees in all series in CEF. CEF employees are in these job series: environmental finance specialist (0301 series) and Program/Management Analysis (343 series). See Attachment 2 for additional information. [Target: 5 non-supervisory positions. VERA/VSIP Offers Available: 1]

IV. Budget Neutrality/Costs/Savings

This request for VERA and VSIP authority, if approved, will be conducted so that no funds or resources other than those appropriated for use in FY 2014 will be used or required.

As mandated by OMB for early-out/buy-out requests generally, OCFO's request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

The following tables detail calculations showing how OCFO has assured budget neutrality in the proposal for FY 2014. The direct maximum costs associated with VERA and VSIP is \$977,860. Table A provides details of the direct costs associated with VERA and VSIP. Savings projected through FY 2016 as a result of the VERA and VSIP are estimated to be \$4,822,992. Table B provides the detailed calculations of the savings achieved in FY 2014, FY 2015, and FY 2016. The savings will be used to meet OCFO's ongoing program goals and responsibilities.

Budget Neutrality

This request for VSIP and VERA, if approved, will be conducted so that no funds or resources other than those appropriated for use in FY 2014 will be used or required.

As mandated by OMB for early-out/buy-out requests generally, request certifies that the early-out/buy-out will be budget neutral. That is, the early-out/buy-out authority will not result in any increased costs

above current or future FY appropriations to pay for costs incurred for buy-out cash payments, annual leave cash payouts, or any other costs, including those associated with refilling the resulting vacancies.

The following tables detail calculations showing how OCFO has assured budget neutrality in the proposal for FY 2014. The direct maximum costs associated with VERA and VSIP is \$977,860. Table A provides details of the direct costs associated with VERA and VSIP. Savings projected through FY 2016 as a result of the VERA and VSIP are estimated to be \$4,822,992. Table B provides the detailed calculations of the savings achieved in FY 2014, FY 2015, and FY 2016. The savings will be used to meet OCFO's ongoing program goals and responsibilities.

Direct Costs

Table A - Direct Costs for VERA/VSIP		
25	Targeted Positions for VSIP x \$25,000 (maximum cash buy-out)	\$ 625,000
	Annual Leave Buyout for 25 Targeted Positions for VERA, Optional Retirement or Resignation (\$58.81 per hour x 240 X 25)	\$ 352,860
	Total Maximum Direct Costs	\$ 977,860

Estimated Savings

Table B: Estimated Savings for FY 2014 through FY 2016				
	FY 2014 Payroll ¹	Estimated FY 2014 Savings	Estimated FY 2015 Savings	Estimated FY 2016 Savings
A. Pre-VERA/VSIP Annual Payroll Cost	\$39,466,790	\$ 39,466,790	\$ 39,466,790	\$ 39,466,790
B. Payroll Savings for 25 VERA/VSIP Targeted Positions (4/4/2014 Buyout) ²		\$ (1,972,997)	\$ (3,945,994)	\$ (3,945,994)
C. Working Capital Fund Savings ³		\$ (87,500)	\$ (175,000)	\$ (175,000)
D. VSIP Buyout (\$25,000 x 25)		\$ 625,000		
E. Leave Payout Estimate (\$58.81 x 240 hours x 25) ²		\$ 352,860		
F. Payroll for 15 New Hires (4/7/2014 Start)		\$ 847,827	\$ 1,695,654	\$ 1,695,654
G. Working Capital Costs for 15 New Hires		\$ 52,500	\$ 105,000	\$ 105,000
H. Post-VERA/VSIP Annual Payroll Cost		\$ 39,284,480	\$ 37,146,449	\$ 37,146,449
Projected Savings with VERA/VSIP		\$ (182,310)	\$ (2,320,341)	\$ (2,320,341)

¹ Based on projected FY 2014 payroll.

² Calculations are based on a GS-14, Step 6 (for 2013 in Washington, DC), the average cost of employees in the targeted pool. While a few eligible employees are located in other areas, the majority are located in Washington, DC. The 2013 GS 14, Step 6 salary is \$122,744, or \$58.81 per hour. With a 29% increase to account for benefits, the total annual cost is \$157,840 annually.

³ Working Capital Fund cost is based on \$7,000 per position for computer, telephone, and internet access. Savings for 25 positions for one full year is \$7,000 x 25 positions = \$175,000.

⁴ Assumes supervisory positions are backfilled filled at a GS-15, Step 1 in Washington, DC. The 2013 GS 15, Step 1 salary is \$123,758; including 29% benefits, total salary is \$159,144 annually. Assumes nonsupervisory positions would be filled at a GS-12, Step 1 in Washington, DC. The 2013 GS 12, Step 1 salary is \$74,872; including 29% benefits, total salary is \$96,280 annually.

Indirect Costs

The indirect costs are difficult to gauge because most are specific to the employee. Indirect cost such as security clearances are based on the position and employee. If the employee already has one the cost is reduced. Transit subsidy and parking are indirect costs that are employee-specific and can only be determined after the employee has been recruited and tentatively selected.

V. Combined Request for Voluntary Separation Incentive Payments (VSIP) and Voluntary Early Retirement Authority (VERA)

Agency: U.S. Environmental Protection Agency

Covered Component(s): The Office of the Chief Financial Officer (OCFO)

VSIP and VERA

1. Explain the workforce situation the organization needs to address through VSIP and VERA that would otherwise require involuntary personnel actions, e.g., delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping.

As noted above in sections II and III, in FY 2013, OCFO's senior leaders assessed the current state of OCFO and its ability to carry out its mission. We found that OCFO cannot continue to carry out its work in the same manner with the reduced extramural and staffing resources experienced not only in the last few years, but anticipated in FY 2014 and beyond. We already have implemented new technologies to make our work easier and more cost-effective. We identified business processes for "LEANing." However, leveraging new technologies and LEANing business processes are not enough to enable OCFO to satisfy its mission needs given shrinking funding and staffing. The OCFO workforce must be reshaped to ensure we have the right people in the right place at the right time to carry out the mission, now and in the future. VERA/VSIP authority is essential for OCFO to proactively target those positions which have become excess or obsolete, and provide incentives for the incumbents to leave voluntarily, to allow critical hires in areas of need to be made.

2. Identify the end date for separations under VSIP and VERA.

Provide the end date for the authorities as well as the final date for employees to separate from the agency's employment roles.

The time period we request to complete our VSIP program is from the date of approval through April 30, 2014. We expect employees that accept VSIP to separate by April 4, 2014.

Required information for VSIP request

3. Identify the specific positions and functions to be reduced or eliminated by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position, such as skills and knowledge gaps.

See Attachment 2.

4. Describe the categories of employees who will be offered VSIP by organizational unit, geographical location, occupational category, grade level, and any other factors related to the position such as skills or knowledge gaps, or retirement eligibility.

This should be a description of all groups of employees who will receive VSIP offers. The agency should use categories such as position titles, occupational series, grade levels or function(s) performed

(e.g., maintenance workers, support staff, etc.). The request should also specify the geographic area(s) where the employees are located.

See Attachment 2.

5. Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

The maximum number of VERA/VSIP to be offered is 25.

The maximum amount that will be paid is \$25,000.

The total maximum amount that will be paid is \$625,000

6. Describe how the organization will operate without the eliminated positions and functions identified in number 1.

By offering VERA/VSIP to provide incentives for employees to leave voluntarily, OCFO will be able to reshape our workforce to address the uneven distribution of work and minimize the impact of budget and FTE reductions on national and internal OCFO operations. We will be able to implement reorganizations to consolidate organizational units and create efficiencies, while at the same time minimize any potential negative impacts on the workforce. We also plan to recruit for new skills needed by backfilling a modest number of positions. We will recruit candidates who have analytical and critical thinking, budget and financial management, and information management and technology skills. To address workload imbalances, we plan to reassign the duties of some vacated positions to underutilized employees who have the qualifications to perform the work and will make any appropriate adjustments to their position descriptions. We will abolish non-essential positions. If needed, OCFO will implement management-directed reassignments or details to ensure mission-critical programs are not interrupted. OCFO's senior leadership will ensure that the highest priorities of EPA and OCFO will be carried out during this time of organizational change and workforce restructuring.

7. Provide a proposed organization chart showing the expected changes to the organization's structure after completing the VSIP plan.

This chart should show the agency (or component within the agency, if the VSIP request is for a single component) minus the eliminated or restructured or redescribed positions (different grade, title, function(s), etc.). In order to effectively show the meaning of this information, it would be useful to display a current organization chart as well.

See Attachment 1.

8. If requesting, or will request, VERA, describe how that authority will be used in conjunction with VSIP.

This discussion should explain the extent to which the agency believes it will reach its voluntary separation goals by combining VERA with VSIP as an enticement for voluntary separation. If the agency believes the VERA, when used with VSIP may entice certain employees to retire early to receive a VSIP, it should provide that information and explain the anticipated, positive effect that VERA will have on the VSIP acceptance rate.

OCFO has 45 employees eligible for optional retirement and 45 employees eligible for early out/buy out. Our attrition rate is low, and many of our optional retirement-eligible employees have continued to

work years beyond retirement eligibility. For these individuals, VSIP is the only incentive we can offer. Another target group is eligible for neither optional retirement and nor early retirement. For these individuals too, VSIP is the only incentive available. OCFO has 64 employees in this target group. Given that a reduced government income relative to optional retirement is inherent in VERA, we anticipate VSIP to be a necessary enticement also among the target group who are VERA-eligible. VERA authority in conjunction with VSIP will be essential if we are to reach our goal of 25 voluntary separations from among a target group of 140. As noted earlier, OCFO needs to reduce its on-board FTEs by at least 20.7 by the end of FY 14, and its annual attrition rate due to retirement over the past two years has averaged just 3.5%. Both VERA and VSIP are needed to meet our FTE target and provide room in our FTE ceiling for hiring to reshape our workforce.

9. If offering VSIPs under another statutory authority, describe how VSIPs are being used under that authority.

Not applicable.

Required information for VERA request

10. Provide the anticipated effective date of the substantial delayering, reorganization, reduction in force, transfer of function, or other workforce restructuring or reshaping described in number 1.

(Note: The date provided should not be earlier than the ending date provided in number 2)

OCFO's organizational change is a long-term process, beginning in May 2014.

11. Provide the total number of permanent employees in the agency or covered component(s).

As of November 2013, OCFO employs 351 permanent employees.

12. Provide the total number of permanent employees in the agency or covered component(s) who are expected to be involuntarily separated, downgraded, transferred, or reassigned as a result of the reason(s) in number 1.

For example, if you are requesting VERA based on a need to reshape your workforce to correct skills imbalances, you will likely experience voluntary separations, reassignments, and reclassifications. The sum of these anticipated actions is the number we're seeking.

We expect to process at least 15 personnel actions (voluntary separations, reassignments, details, reclassifications, and internal/external recruitments) to implement the organizational changes planned for OCFO.

13. Provide the total number of employees in the agency or covered component(s) who are eligible for voluntary early retirement. (Do not include employees eligible for optional retirement.)

The number is 45.

14. Provide an estimate of the number of employees in the agency or covered component(s) who are expected to take voluntary early retirement.

The number is 15.

15. Describe the types of personnel actions anticipated as a result of the reason(s) in number 1 (e.g., reassignments, downgrades, separations) that would occur without VERA.

- Voluntary separations
- Details (if necessary)
- Reassignments
- Abolish and/or reclassify positions
- Internal and external recruitment

Attachments

Attachment 1 – Organization Chart

Attachment 2 – Targeted Positions for VERA/VSIP Offers

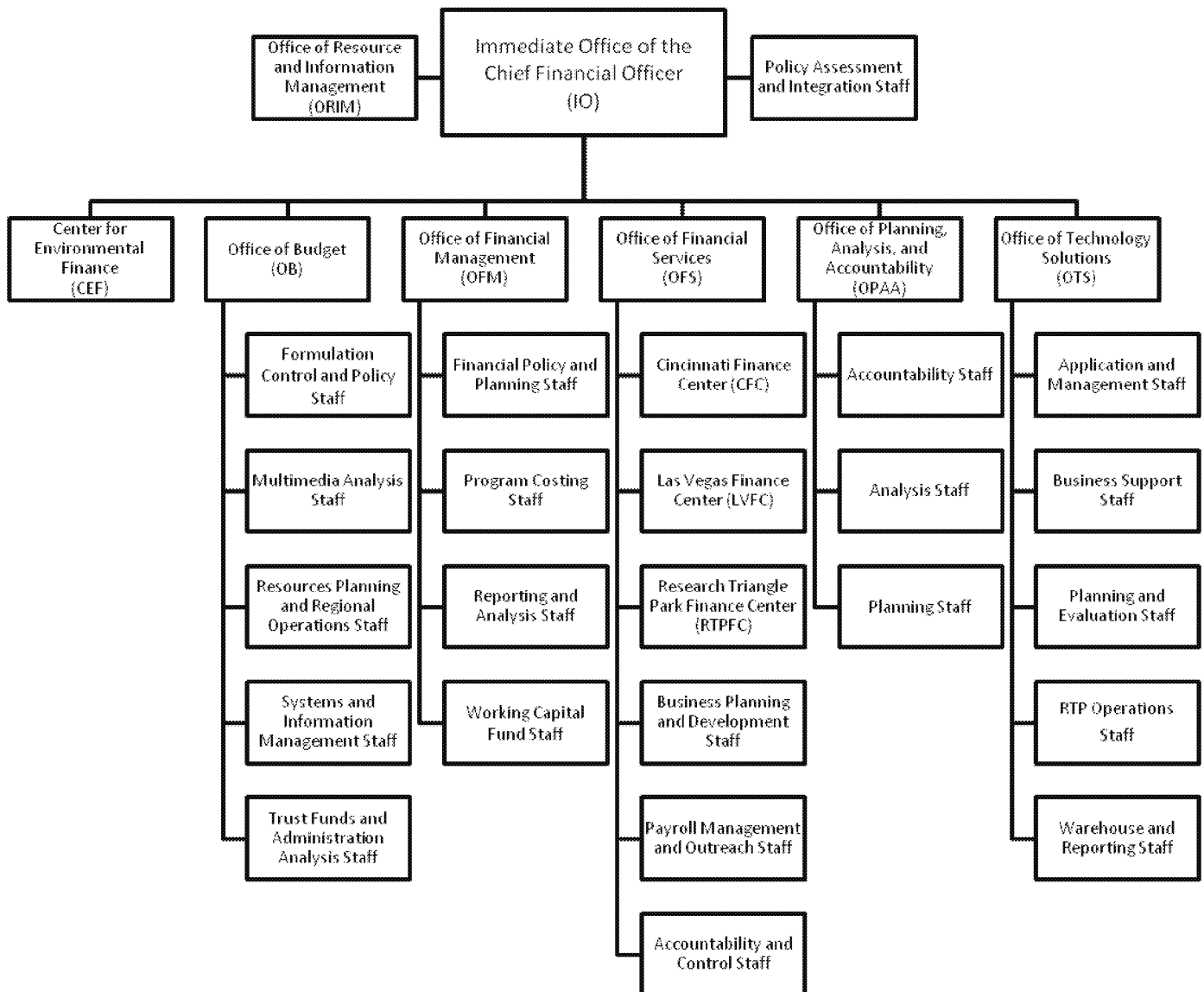
Attachment 3 – Job Series and Positions Excluded from VERA/VSIP Offers

Attachment 4 – Targeted Positions for VERA/VSIP Offers and Maximum Number of VERA/VSIP Offers to Be Made in OCFO

Current OCFO Organization Chart

Office of the Chief Financial Officer (OCFO)

As of December 3, 2013



Proposed Organization Chart Displaying Expected Changes After Completion of Incentive Payments. OCFO anticipates reorganizing at a later date to realize efficiencies by combining organizational units and reducing the number of management positions. Specific changes in the OCFO Organizational Chart have not yet been finalized. As noted on page 6, among the organizational changes that OCFO is considering are: consolidation of OCFO's policy functions into OFM to take advantage of the extensive work OFM has done updating and making more accessible the suite of agency financial policies; and movement of the GAO audit management function into OPAA.

Targeted Positions for VERA/VSIP Offers

Breakdown by job series and number of positions that are targeted for VERA/VSIP in OCFO.

All positions are located in Washington, DC, Durham, NC, Las Vegas, NV, and Norwood, OH.

Category	Series	Title	Regular Retirement Eligible	Early Retirement Eligible	Other	Total
Supervisory						
	340	Program Manager	Ex. 6 - Personal Privacy		0	1
	343	Supervisory Program/Management Analyst/Program Analysis Officer			7	15
	501	Supervisory Financial/Management Specialist			6	8
	510	Supervisory/Staff Accountant			8	15
	2210	Supervisory IT Specialist			2	4
Subtotal			9	11	23	43
Nonsupervisory GS 13s/14s/15s						
	301	Information Management Specialist/Legislative Analyst	Ex. 6 - Personal Privacy		1	3
	343	Program Analyst			23	44
	501	Financial/Management Specialist, Resource Management Leader			7	16
	560	Budget Analyst			3	4
	1301	Environmental Scientist			0	2
Subtotal			15	20	34	69
Administrative and Internal Management Functions						
	301	Program Specialist	Ex. 6 - Personal Privacy		1	6
	303	Clerk			0	1
	318	Secretary			1	5
	341	Administrative Officer			0	2
	343	Program/Management Analyst			2	7
	560	Budget Analyst			0	2
Subtotal			6	13	4	23
Grants/Contracts						
	301	Environmental Finance Specialist	Ex. 6 - Personal Privacy		0	1
	343	Program Analyst			3	4
Subtotal			1	1	3	5
Total			31	45	64	140

All 2210 IT Management (Information Security) positions are excluded from the targeted population.

Job Series and Positions Excluded from VERA/VSIP Offers

Breakdown of the targeted positions by office, title, grade and series that have been excluded from the VSIP and VERA offers in OCFO.

All positions are located in Washington, DC, Durham, NC, Las Vegas, NV, and Norwood, OH.

Office	Series	Title	Grade	Regular Retirement Eligible	Early Retirement Eligible	Other	Total
OFS	501	Financial Specialist	9	Ex. 6 - Personal Privacy		0	3
OFS	501	Financial Specialist	11			0	3
OFS	501	Financial Specialist	12			0	10
Subtotal				6	10	0	16
OFS	510	Accountant	12	Ex. 6 - Personal Privacy		0	7
OTS	510	System Accountant	12			0	1
OFM	510	Accountant/Staff Accountant	13			0	5
OFS	510	Accountant/Systems Accountant	13			0	8
OFM	510	Accountant	14			0	3
OFS	510	Accountant	14			0	2
OTS	510	Systems Accountant	14			0	2
OTS	510	Systems Accountant	15			0	1
Subtotal				15	14	0	29
OB	560	Budget Analyst	12	0	0	1	1
Subtotal				0	0	1	1
OB	2210	Information Technology Specialist	12	Ex. 6 - Personal Privacy		0	1
OTS	2210	IT Specialist (INFOSEC, APPSW, SYSANALYSIS)	13			0	4
ORIM	2210	IT Specialist	14			0	1
OTS	2210	IT Specialist/(Systems Analysis)	14			0	2
OB	2210	Information Technology Specialist	15			0	1
OFS	2210	IT Specialist	15			0	1
OTS	2210	Information Technology Specialist	15			0	1
OTS	2210	IT Project Manager	15			0	1
Subtotal				5	7	0	12
TOTAL				26	31	1	58

Targeted Positions for VERA/VSIP Offers and Maximum Number of VERA/VSIP Offers to Be Made in OCFO

Breakdown by office, location, job series, number of positions and grade for VERA/VSIP.

All positions are located in Washington, DC, Durham, NC, Las Vegas, NV, and Norwood, OH.

Category	Office	Location	Series	Title	Grade	Current Number Targeted Positions	Maximum Number of VERA/VSIP Offers
Supervisory							
	OFS/RTP	Durham, NC	340	Program Manager	15		
				Subtotal 340			
	IO	Wash., DC	343	Supervisory Program Analyst	15		
	OB	Wash., DC	343	Supervisory Management/Program Analyst	15		
	OFS	Wash., DC	343	Supervisory Program Analyst	15	Ex. 6 - Personal Privacy	
	OPAA	Wash., DC	343	Supervisory Program Analyst	15		
	OTS	Wash., DC	343	Supervisory Program Analyst	15		
	CEF	Wash., DC	343	Supervisory Program Analyst	15		
	ORIM	Wash., DC	343	Program Analysis Officer	15		
				Subtotal 343		15	
	OFS	Wash., DC	501	Supervisory Financial Management Specialist	15		
	OFM	Wash., DC	501	Supervisory Financial/Management Specialist	15		
	OTS	Wash., DC	501	Supervisory Financial Management Specialist	15	Ex. 6 - Personal Privacy	
	OFS	Las Vegas, NV	501	Supervisory Financial/Management Specialist	13		8
				Subtotal 501		8	
	OFS	Wash., DC	510	Supervisory Accountant	15		
	OFM	Wash., DC	510	Supervisory Staff Accountant	15		
	OFS	Las Vegas, NV	510	Supervisory Accountant	15		
	OFS	Norwood, OH	510	Supervisory Accountant	15		
	OFS	Durham, NC	510	Supervisory Accountant	14	Ex. 6 - Personal Privacy	
	OTS	Norwood, OH	510	Supervisory Accountant	14		
	OFS	Norwood, OH	510	Supervisory Accountant	14		
	OFS	Wash., DC	510	Supervisory Accountant	14		
	OFS	Durham, NC	510	Supervisory Accountant	13		
				Subtotal 510		15	
	OTS	Durham, NC	2210	Supervisory IT Specialist	15	Ex. 6 - Personal Privacy	
	OTS	Wash., DC	2210	Supervisory IT Specialist	15		
				Subtotal 2210		4	
				Total		43	

Attachment 4 (cont'd)

Targeted Positions for VERA/VSIP Offers and Maximum Number of VERA/VSIP Offers to Be Made in OCFO (cont'd)

Breakdown by office, location, job series, number of positions and grade for VERA/VSIP.

All positions are located in Washington, DC, Durham, NC, Las Vegas, NV, and Norwood, OH.

Category	Office	Location	Series	Title	Grade	Current Number Targeted Positions	Maximum Number of VERA/VSIP Offers
Nonsupervisory GS 13s/14s/15s							
	OFS	Wash., DC	301	Information Management Specialist	14	Ex. 6 - Personal Privacy	12
	OPAA	Wash., DC	301	Legislative Analyst	14		
	OFS	Wash., DC	301	Events Coordinator	13		
				Subtotal 301		3	
	OB	Wash., DC	343	Lead/Program Analyst	15	Ex. 6 - Personal Privacy	
	OPAA	Wash., DC	343	Program Analyst	15		
	OTS	Wash., DC	343	Program Analyst	15		
	IO	Wash., DC	343	Program Analyst	15		
	IO	Wash., DC	343	Program Analyst	14		
	OB	Wash., DC	343	Lead Program Analyst	14		
	OFS	Wash., DC	343	Program Analyst	14		
	OPAA	Wash., DC	343	Program Analyst	14		
	ORIM	Wash., DC	343	Program Analyst	14		
	OTS	Wash., DC	343	Program Analyst	14		
	OB	Wash., DC	343	Lead/Program Analyst	13		
	OFS	Wash., DC	343	Program/Management Analyst	13		
	OPAA	Wash., DC	343	Program Analyst	13		
				Subtotal 343		44	
	OFM	Wash., DC	501	Financial Management Specialist	15	Ex. 6 - Personal Privacy	
	ORIM	Wash., DC	501	Resource Management Leader	15		
	OB	Wash., DC	501	Resource Management Systems Analyst/Financial Management Specialist	14		
	OFM	Wash., DC	501	Financial/Management Specialist	14		
	OFS	Las Vegas, NV	501	Financial Specialist	14		
	OFM	Durham, NC	501	Financial Specialist	14		
	OTS	Wash., DC	501	Financial Specialist	14		
	OFM	Wash., DC	501	Financial Specialist	13		
	OFS	Norwood, OH	501	Financial Specialist	13		
				Subtotal 501		16	
	OB	Wash., DC	560	Lead Budget Analyst	15	Ex. 6 - Personal Privacy	
	OB	Wash., DC	560	Budget Analyst	14		
	OB	Wash., DC	560	Budget Analyst	13		
				Subtotal 1301		4	
	OPAA	Wash., DC	1301	Environmental Scientist	15	Ex. 6 - Personal Privacy	
	OPAA	Wash., DC	1301	Environmental Scientist	14		
				Subtotal 1301		2	
				Total		69	

Attachment 4 (cont'd)

Targeted Positions for VERA/VSIP Offers and Maximum Number of VERA/VSIP Offers to Be Made in OCFO (cont'd)

Breakdown by office, location, job series, number of positions and grade for VERA/VSIP.

All positions are located in Washington, DC, Durham, NC, Las Vegas, NV, and Norwood, OH.

Category	Office	Location	Series	Title	Grade	Current Number Targeted Positions	Maximum Number of VERA/VSIP Offers	
Administrative and Internal Management Functions								
	IO	Wash., DC	301	Program Specialist	13	Ex. 5 - Personal Privacy	4	
	OFM	Wash., DC	301	Program Specialist	12			
	OB	Wash., DC	301	Program Specialist	11			
	OPAA	Wash., DC	301	Program Specialist	11			
	OTS	Wash., DC	301	Program Specialist	11			
				Subtotal 301		6		
	OB	Wash., DC	303	Clerk	5	Ex. 5 - Personal Privacy		
				Subtotal 303				
	OFM	Wash., DC	318	Secretary	8			
	OFS	Wash., DC	318	Secretary	8			
	OFM	Wash., DC	318	Secretary	7			
	OTS	Wash., DC	318	Secretary	7			
				Subtotal 318		5		
	OB	Wash., DC	341	Administrative Officer	12	Ex. 5 - Personal Privacy		
	OPAA	Wash., DC	341	Administrative Officer	12			
				Subtotal 341		2		
	ORIM	Wash., DC	343	Program Analyst	13	Ex. 5 - Personal Privacy		
	OTS	Wash., DC	343	Management Analyst	13			
				Subtotal 343		7		
	OB	Wash., DC	560	Budget Analyst	13	Ex. 5 - Personal Privacy		
	OB	Wash., DC	560	Budget Analyst	12			
				Subtotal 560		2		
				Total		23		
Grants/Contracts								
	OCFO/CEF	Wash., DC	301	Environmental Finance Specialist	13	Ex. 5 - Personal Privacy	1	
				Subtotal 301				
	OCFO/CEF	Wash., DC	343	Program Analyst	14	Ex. 5 - Personal Privacy		
	OCFO/CEF	Wash., DC	343	Program Analyst	13			
	OCFO/CEF	Wash., DC	343	Program Analyst	12			
	OCFO/CEF	Wash., DC	343	Program Analyst	11			
				Subtotal 343		4		
				Total		5		
				Grand Total		140		25



REORGANIZATION PROPOSAL

*The Reorganization Proposal form must be completed, signed by your Assistant Administrator/Regional Administrator, and submitted to the Program Management and Communications Staff via **email and hardcopy**. All Reorganization Proposals should be reviewed by designated HR Shared Service Center representative prior to submission to PMCS. Please type your proposal using this form (Times New Roman, 12 pt. font). Forms for the Routing Slip, Staffing Plans, and Functional Statements are also attached. Please complete this form in its entirety and submit with all required documents and approvals. If you have any questions, please contact Troy Boxton at (202)564-7419.*

A. ROUTE SLIP (Use the Route Slip from the reorganization website list of forms).

B. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

The Office of the Chief Financial Officer (OCFO) proposes to:

- Create a new Office of the Controller (OC) that: 1) combines OCFO's Office of Financial Management (OFM) and the Office of Financial Services (OFS), 2) consolidates management integrity and audit functions currently in the Office of Planning, Analysis, and Accountability (OPAA), and the Office of Budget (OB), and 3) consolidates budget and financial policy functions currently in OB and OFM;
- Create a new Office of E-Enterprise (OEE) to manage and oversee EPA's E-Enterprise program.
- Revise functional statements for several OCFO organizational units to better explain the functions performed by those units (the functions themselves are not changing or being moved);
- Change the names of several OCFO organizational units to better describe the work of those units (the functions of those units are not changing, nor are the units being moved).

2. Describe the title(s) of the units affected.

- OFM: Entire organization would be integrated into the new OC.
- OFS: Entire organization would be integrated into the new OC.
- OPAA: The Inspector General audit follow-up function and the Agency leadership for management integrity function would move to the new OC. Accountability Staff would be abolished. Remaining staff would be assigned to the other OPAA organizational units.
- OB: The U.S. Government Accountability Office (GAO) audit liaison function would move to the new OC; budget policy would move to the new OC.
- OEE: New office would be established.
- Office of Resource and Information Management (ORIM): OCFO's management integrity process and A-123 process would move to the new OC. Functional statement would be revised to better describe ORIM's work.
- Office of Technology Solutions (OTS): Titles of all divisions would be changed to better describe the work of those organizational units.
- Policy Assessment and Integration Staff (PAIS): Title would be changed to Policy and Communications Staff (PCS) and the functional statement would be revised to better describe the work.
- Most OCFO Divisions: Most division-level titles would be changed from "staffs" to "divisions." Only OB divisions would retain "staff" in their titles to minimize confusion with OB's external customers, stakeholders, and partners, such as the Office of Management and Budget (OMB) and the Congressional staff.

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority, or shifts in program emphasis).

The purpose of these changes is to better position OCFO to meet critical mission requirements as effectively as possible and with a reduced level of resources. In general, the organizational changes proposed by OCFO stem from internal assessments of the organization and its ability to carry out its mission after sustaining budget and FTE reductions since 2009.

Fiscal Year	Appropriated Full-Time Equivalents	Appropriated Dollars All BOCs (Thousands)
Enacted FY 2009	356	\$79,488
Enacted 2014	338.8	\$74,219

To date, OCFO already has:

- Implemented new technologies to make our work more efficient and more cost-effective;
- Identified business processes for “LEANing” — a customer-centric methodology used to continuously improve any process through the elimination of waste, thus creating more value for customers with fewer resources;
- Implemented the use of Voluntary Separation Incentive Payments (VSIP/Buy-Out) and Voluntary Early Retirement Authority (VERA/Early-Out) to proactively target positions which had become excess or obsolete, and provide incentives for the incumbents to leave voluntarily, to allow hires in mission critical areas to be made.

While these actions have better positioned OCFO to carry out its mission, OCFO senior management determined that organizational changes are needed as well.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

On April 1, 2014, the Deputy Administrator requested each Assistant and Regional Administrator to complete a strategic analysis and framework for addressing functions impacted by the VERA/VSIPs departures. The strategic analysis submitted by then-Acting Chief Financial Officer Maryann Froehlich indicated that OCFO would consider internal reorganization and restructuring as part of its VERA/VSIP follow-up activities. In addition, senior management benchmarked the organizational structure of other federal agencies’ and their budget, financial, planning, and performance functions.

These discussions and activities culminated in the Acting CFO’s May 2014 announcement to the OCFO senior managers of the initial set of proposed organizational changes for OCFO, which included the creation of a new Office of the Controller, consolidation of management integrity and audit functions, consolidation of Immediate Office staffs, and integration of the Center for Environmental Finance (CEF) into another OCFO office.

OCFO held an All-Hands Meeting on June 12, 2014, during which the Acting CFO announced the initial set of proposed organizational changes to all OCFO employees. On July 21, 2014, the Acting CFO sent an update to all OCFO staff, union partners, and LER staff summarizing the proposed changes she had announced at the June 12, 2014, All-Hands meeting, and encouraging staff to participate in meetings and activities designed to share information and solicit input on the reorganization. From July through September 2014, the OCFO management team invited employees and union representatives to participate in meetings to share information about the proposed changes and solicit input. In addition, during this period, OCFO Office Directors issued office-specific updates on the reorganization process.

At OCFO’s September 24, 2014, All-Hands Meeting, Acting CFO David Bloom announced that -- after considering the input received to date -- he had decided against consolidating the Immediate Office staffs. He also announced that OTS was considering organizational titling changes. Soon after, other organizations began to consider organizational titling changes, as well as clarifications to their functional statements even if no organizational changes were being implemented.

On October 2, 2014, ORIM announced to all OCFO staff, union partners, and LER staff the establishment of communication and engagement tools in Sharepoint for the use by OCFO employees: OCFO Reorganization Document Library and “OCFO Reorg” Email Box. OCFO employees were encouraged to feel free to talk with their managers and/or union representatives and to send an email to the “OCFO Reorg” e-mail box with questions. ORIM posted OCFO’s organizational chart and functional statements in the OCFO Reorganization Document Library

and asked for review and comments. The comment period was open October 2-10, 2014, during which time OCFO received several comments, requests for clarification, and suggestions for additional organizational changes. The OCFO management team reviewed and considered all of the input provided. On November 14, 2014, the Acting CFO sent an update on OCFO's Reorganizational Proposal to all OCFO employees, union partners, and LER representatives thanking them for the ideas and input that was provided on OCFO's reorganization. The update included revisions to the organizational chart and functional statements, proposed staffing information, and next steps. On November 18, 2014, OCFO management sent individual responses from the "OCFO Reorg" e-mail box to each person who submitted comments.

On January 16, 2015, Administrator McCarthy joined Vice President Biden to announce new steps that federal agencies are taking to improve our nation's roads, bridges, and water infrastructure. In particular, EPA is launching a new Water Infrastructure and Resiliency Finance Center, which will be housed in the Office of Water (OW). The Center will increase innovative financing support for communities to sustain their water, wastewater and stormwater infrastructure. OW is preparing its own reorganization proposal to create the new Center, and will incorporate OCFO's Center for Environmental Finance. As a result of these recent events, OCFO decided not to include changes related to CEF in its reorganization proposal. [On June 12, 2015, the Acting Deputy Administrator announced the decision to move immediately the Center for Environmental Finance from OCFO to OW. A separate reorganization package was prepared to carry out that decision, and it is undergoing agency and union review.]

At OCFO's January 20, 2015, All-Hands Meeting, Acting CFO David Bloom gave an update on the reorganization, indicating the proposal is in management review. He also said that when the proposal is submitted to the Office of Human Resources for agency and union review, it would be posted in the OCFO reorganization Sharepoint site along with a summary of the OCFO comments and responses from internal staff review.

During January – March 2015, OCFO shared a draft of the reorganization proposal with the RTP HR Shared Service Center, and held several meetings to discuss the HR SSC's comments on OCFO's initial proposed staffing pattern for the reorganization. OCFO made several adjustments in response to the HR SSC's comments.

On March 10, 2015, OCFO sent a version of this reorganization proposal to the Office of Human Resources (OHR) to begin the review process. On March 18, 2015, OHR sent numerous comments on the proposed structure, as well as positions identified in the proposed staffing pattern. OCFO sent a response to these comments on April 6, 2015. As a result, many of the issues identified by OHR were considered resolved by both organizations. The two organizations held a number of meetings to follow up on the remaining issues, which resulted in OCFO making a few changes to its proposed organizational structure, particularly in the proposed new Office of the Controller, as well as several changes to the proposed staffing pattern. This reorganization proposal includes all of the changes agreed upon to date with OHR.

On July 6, 2015, Acting CFO David Bloom provided an update to all OCFO staff that we recently finished resolving the comments raised by the Office of Human Resources and were revising the proposal in order to resubmit it for stakeholder review.

5. Describe the Agency's benefits of this change(s) (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

This reorganization is the next step in our organizational improvement efforts, and would enable OCFO to:

- Realize efficiencies by combining organizational units;
- Consolidate similar or duplicative functions to better leverage personnel and resources;
- Address OCFO-wide workload imbalances caused by to changing priorities over time, VERA/VSIP departures and other attrition;
- Address new organizational priorities, such as E-Enterprise;
- Promote synergy, teamwork and collaboration, and flexibility in carrying out work;

- Facilitate building bench strength and succession planning; and
- Better communicate to customers, stakeholders, and partners what work the different parts of OCFO perform.

C. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio).

☐ No ☒ Yes

We do not anticipate much change to OCFO's ratio as a result of the proposed reorganization. It currently is 1:5.3. The proposal includes a number of vacant positions which would seem to elevate the ratio to 1: 5.9. However, we anticipate most vacancies to be filled from within OCFO so that OCFO stays within its FTE ceiling and payroll constraints. Therefore, it is unlikely that OCFO's ratio actually would change much. Also, the reorganization would create some supervisory and team lead positions while eliminating others, resulting overall in a decrease of 2 supervisory positions.

The proposed reorganization results in no net change in SES positions. The current OFM and OFS each have an SES level Office Director. These offices will be combined into the post reorganization entity of OC, which will have an SES person in the new Controller and Deputy Controller positions. The new OEE will be managed by an SES Office Director, which is the same Office Director position that is currently in the OCFO Immediate Office managing the E-Enterprise activities.

2. Will this reorganization affect the GS-14/15 ceiling of your AAship/RAship? (Contact your HRO/PMO for your current GS-14/15 ceiling). *[Please note that all ceiling increase requests must be done separately in memo form, signed by the requesting AA/RA, and addressed to the Director of Human Resources, stating the reason for the requested increase.]*

☐ No ☒ Yes

If yes, please explain and include the GS-14/15 ceiling of your AAship/RAship _____ and the proposed AAship/RAship GS-14/15 ceiling _____.

The agency no longer issues GS-14/15 ceilings. However, the proposed reorganization will increase the number of GS-14/15 positions from 120 to 124. Specifically, the creation of the new Office of E-Enterprise will add three new staff positions to OCFO -- two are GS-15s and one is a GS-14. In addition, the reorganization would create some supervisory and team lead positions while eliminating others, resulting in a net of one additional GS-14/15 position being created overall.

3. Will the reorganization impact the current or proposed grade structure of employees (including career ladders or the grade consistency of like positions, if two or more organizations are being combined)?

☒ No ☐ Yes

If yes, please explain. N/A

4. Will there be an impact on the career opportunities and development of present employees?

☐ No ☒ Yes

If yes, please explain.

The reorganization would create new Deputy Division Director positions in the new OC, and new Team Leader positions in OTS. These positions currently are vacant but they will be filled by internal staff. If there is a need to

advertise other positions, they will be advertised in accordance with merit promotion principles and may provide additional opportunities for staff.

In addition, the new OC will increase the career opportunities due to the assimilation of greater duties under one umbrella organization. Cross training opportunities for OC employees will grow in particular, but there will also be opportunities for other employees due to different organizational structures and reporting relationships.

5. Will there be an impact on the diversity of the organization?

☒ No ☐ Yes

If yes, please explain.

Most of the proposed changes involve moving specific functions to specific organizations. Therefore, if the reorganization is implemented as proposed, the majority of staff affected by the changes would be moving with their functions to their new organizational placement. Because of FTE and payroll constraints, vacancies created by the reorganization will be filled by internal staff. We will continue to seek opportunities to increase the diversity of the work force through each of our limited hiring opportunities as well as by leveraging agency staff through the Skills Marketplace Program.

D. ADMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff?

☐ No ☒ Yes

If yes, please explain.

The reorganization may require moving employees affected by consolidations to be moved so that they can be co-located with their supervisor, co-workers, special assistant, and Senior Environmental Employment (SEE) Enrollees. For any moves, OCFO would adhere to the Generic Move Agreement, Headquarters backfill agreement, and any other applicable union agreements.

2. Will new space be required?

☒ No ☐ Yes

If yes, please explain in detail.

OCFO would use existing space in the Ronald Reagan and William Jefferson Clinton North buildings, and anticipates that no new space would be required.

3. Will there be any budgetary impacts?

☐ No ☒ Yes

If yes, please explain.

The reorganization involves the creation of a new Office of E-Enterprise, consolidation of existing offices into a new Office of the Controller, and other changes which would impact how OCFO's budget is structured and how resources are allocated. OCFO's internal budget staff would have to work closely with OB personnel to reflect these changes in agency systems, and in development and issuance of OCFO's FY16 and FY17 budgets.

4. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired?

☒ No ☐ Yes

If yes, please explain. N/A

E. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders, or Manuals be affected?

☐ No ☒ Yes

See the attached document which lists the delegations, manuals, and orders that will be affected.

F. ATTACHMENTS (use the forms provided)

1. Current Staffing Plan for all affected organizations. Contact your servicing HR office for information. (Use Current Staffing Plan form. Do not include personal identifiers, i.e., SSNs, EmplIDs, etc.) Attached.
2. Proposed Staffing Plan for all affected organizations. (Use Proposed Staffing Plan template. Do not include personal identifiers, i.e., SSNs, EmplIDs, etc.) Attached.
3. Current Organizational Chart (Current charts are available at <http://intranet.epa.gov/rmpolicy/ads/orgmanual.htm>). Attached.
4. Proposed Organizational Chart (Must be in PowerPoint and include all levels). Attached.
5. Current Functional Statement (Current statements are available at <http://intranet.epa.gov/rmpolicy/ads/orgmanual.htm>). Attached.
6. Proposed Functional Statement (Provide all reporting levels). Attached.

Assistant Administrator/Regional Administrator Approval

Name: David Bloom Title: Acting Chief Financial Officer

Signature/Date

 7/13/2015

Human Resource Office/Program Management Office Approval

Name: Ruth Alene Soward Title: Director, Office of Resource and Information Management; OCFO PMO

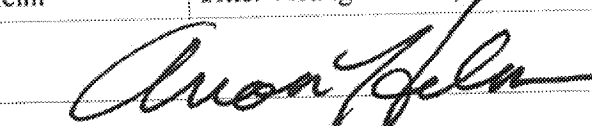
Signature/Date

 07-13-2015

Human Resource Shared Service Center Approval (certifies receipt of this package)

Name: Arron Helm Title: Acting Director, Human Resources Management Division, OARM

Signature/Date

 7-17-2015

Message

From: Sullivan, Peter [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=437404AAEA3D43F989ACCE1F168A76B6-PSULLIVA]
Sent: 8/10/2018 6:46:54 PM
To: Greaves, Natasha [Greaves.Natasha@epa.gov]
Subject: RE: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization
Attachments: R10 ECL Reorg Package 2018-08-10 Signed.pdf

Here you go.

Peter Sullivan
Manager, Human Resources and Facilities Unit
Human Capital Officer
EPA Region 10
1200 6th Avenue, Suite 155 OMP-211
Seattle, WA 98101
(206) 553-2901 (office)

Ex. 6 - Personal Privacy

 (cell)

From: Greaves, Natasha
Sent: Friday, August 10, 2018 6:46 AM
To: Sullivan, Peter <Sullivan.Peter@epa.gov>
Subject: RE: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Good Morning Peter,

Once you have made the change, please provide me with the corrected documents.

Natasha

From: Sullivan, Peter
Sent: Thursday, August 9, 2018 3:21 PM
To: Greaves, Natasha <Greaves.Natasha@epa.gov>
Subject: RE: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Thank you.

Peter Sullivan
Manager, Human Resources and Facilities Unit
Human Capital Officer
EPA Region 10
1200 6th Avenue, Suite 155 OMP-211
Seattle, WA 98101
(206) 553-2901 (office)

Ex. 6 - Personal Privacy

 (cell)

From: Greaves, Natasha
Sent: Thursday, August 9, 2018 3:01 PM
To: Sullivan, Peter <Sullivan.Peter@epa.gov>

Cc: Gebhardt, Chris <Gebhardt.Chris@epa.gov>

Subject: RE: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Peter,

As we discussed, the union noted that Myrna's GS level changed on the Staffing Plan from a GS 13 current to a GS 12 proposed. The union's concurrence of the ECL Proposed Reorganization is contingent on the correction of the Proposed Staffing Plan.

Natasha Greaves | AFGE Local 1110 President
C/O US EPA, Region 10
1200 Sixth Avenue | Ste. 155, M/S UNI-171 | Seattle, WA 98101
Phone: 206-553-7079
AFGE Local 1110 Phone: 206-553-1286

From: Sullivan, Peter

Sent: Thursday, August 9, 2018 11:46 AM

To: Greaves, Natasha <Greaves.Natasha@epa.gov>

Subject: FW: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Hi Natasha,

Following up on this. Could you provide me with an email regarding AFGE's concurrence or non-concurrence. Thanks

Peter Sullivan
Manager, Human Resources and Facilities Unit
Human Capital Officer
EPA Region 10
1200 6th Avenue, Suite 155 OMP-211
Seattle, WA 98101
(206) 553-2901 (office)

Ex. 6 - Personal Privacy (cell)

From: Sullivan, Peter

Sent: Monday, July 23, 2018 7:18 AM

To: Natasha Greaves (Greaves.Natasha@epa.gov) <Greaves.Natasha@epa.gov>

Cc: Drummond, Shawn <Drummond.Shawn@epa.gov>; Tanada, Manuel <Tanada.Manuel@epa.gov>; Kaplan, Heidi <Kaplan.Heidi@epa.gov>; Reif, Kathy B. <reif.kathy@epa.gov>

Subject: FW: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Good morning Natasha,

I hope you're feeling better! Attached is the FINAL version of the ECL Reorganization Package. There are no substantive changes from the version you reviewed before it was sent to OARM/OHR for consideration. A summary of the reorganization is as follows:

The Office of Environmental Cleanup (ECL) proposed restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. In conjunction with implementing the VERA/VSIP restructuring, ECL took this opportunity to consider other

structural changes to realize efficiencies and better align certain functional areas. This resulted in disbanding two organizational units that previously reported directly to the ECL Office Director and realigning those staff into two new organization units that report to Program Managers within ECL.

Please let me know of AFGE's concurrence or non-concurrence by Friday, August 3rd. Thank you.

Peter Sullivan
Manager, Human Resources and Facilities Unit
Human Capital Officer
EPA Region 10
1200 6th Avenue, Suite 155 OMP-211
Seattle, WA 98101
(206) 553-2901 (office)

Ex. 6 - Personal Privacy

 (cell)

From: Boxton, Troy
Sent: Monday, July 23, 2018 6:15 AM
To: Sullivan, Peter <Sullivan.Peter@epa.gov>
Cc: Stanton, Rachel <stanton.rachel@epa.gov>; Jones, Sara <jones.sara@epa.gov>
Subject: Official Union Review for Region 10 - Office of Environmental Cleanup (ECL) Proposed Reorganization

Greetings,

We are submitting Region 10 - Office of Environmental Cleanup (ECL) proposed reorganization for your review and/or action as the Labor and Employee Relations Specialist and sending this request to the applicable Union(s) if any for review, and/or concurrence or non-concurrence. The projected due date will be Friday, August 10, 2018 or sooner. If the union(s) respond with comments that have to be addressed Region 10 - ECL, we can modify the due date as applicable. If you have any questions, please feel free to contact Troy Boxton at (202) 564-7419 or Rachel Stanton (202) 564-8139 or simply reply to this e-mail.

* IMPACT

The Office of Environmental Cleanup (ECL) proposed restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. In conjunction with implementing the VERA/VSIP restructuring, ECL took this opportunity to consider other structural changes to realize efficiencies and better align certain functional areas. This resulted in disbanding two organizational units that previously reported directly to the ECL Office Director and realigning those staff into two new organization units that report to Program Managers within ECL.

Thank you.



REORGANIZATION ROUTING SLIP

MEMORANDUM

SUBJECT: Region 10 Office of Environmental Cleanup Proposed Reorganization

TO: Troy Boxton, Program Management and Communication Staff
(MC 3600A)

I have reviewed this reorganization proposal and determined that it will result in an organization that is restructured as appropriate to:

- Complete implementation of a 2017 VERA/VSIP commitment to reduce the number of highly-graded positions; and
- Improve alignment by consolidating similar programmatic functions, resulting in efficiencies and enhanced communication and coordination.

Reorganization Goals and Measures Questions

- **When will the proposed reorganization's purpose(s) be fully realized?**

We anticipate that the purpose of the reorganization will be fully realized within 30 days after all approvals for the reorganization are obtained and the Shared Service Center has processed the necessary paperwork for implementation.

- **How will the reorganization further the mission of the Agency or organization?**

Benefits to ECL and the Agency include improved alignment and consolidation of similar programmatic functions, increased efficiencies by consolidating functions, resulting in enhanced communication and coordination.

As part of the 2017 VERA/VSIP program, ECL is restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position to a GS-14 Supervisory Unit Manager position, to reduce the number of highly-graded positions. Realigning the RPMs from the Hanford Project Office into a newly formed Site Cleanup Unit 4 in the Remedial Cleanup Program will consolidate similar functions, and result in improved communications, increased efficiencies, and additional flexibilities for assignment of work.

In the in the Emergency Management Program, the newly established Land Revitalization Unit will consolidate the Brownfields Project Managers, Grants Coordinator and Contract Project Officers into a single unit to better align these functions. Also in the Emergency Management Program, the realignment of the Site Assessment Managers into the Spill Prevention and Removal Unit will consolidate Integrated Removal Assessment functions into a single unit, resulting in enhanced communication and coordination between the staff and managers that are responsible for this work.

- When will any effectiveness/efficiency (preferably quantitative) improvements will be realized?

Effectiveness and efficiency improvements will be realized in the first quarter.

- How many projects/grants were completed *before* (#) the reorganization?

The number of projects/grants will not be affected by the reorganization.

- How many projects/grants were completed *after* (#) the reorganization?

The number of projects/grants will not be affected by the reorganization.

- How many leadership (#) & mission-critical (#) positions existed *before* the reorganization?

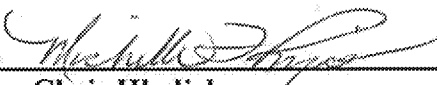
Eleven leadership positions existed in the Office of Environmental Cleanup before the reorganization. The proposed reorganization does not affect the number of mission critical positions.

- How many leadership (#) & mission-critical (#) positions exist *after* the reorganization?

Eleven leadership positions will exist in the Office of Environmental Cleanup after the reorganization. The proposed reorganization does not affect the number of mission critical positions.

- How many organizational units (#) existed *before* and after the reorganization?

Ten organizational units existed in the Office of Environmental Cleanup before the reorganization and that will not change under this reorganization.

Reorganizing AA/RA Signature:  Date: 7/16/18
Chris Hladick
Regional Administrator

Points-of-Contact	Date	Phone	Mail Code
Sheila Fleming R10 Office of Environmental Cleanup	June 19, 2018	206-553-1417	OEA-120
Gregory Richmond Cincinnati Shared Service Center	June 19, 2018	513-569-7281	N/A
Peter Sullivan R10 Human Capital Officer	June 19, 2018	206-553-2901	OMP-21



REORGANIZATION PROPOSAL

The Reorganization Proposal form must be completed, **signed by your Assistant Administrator/Regional Administrator**, and submitted to **Troy Boxton and Rachel Stanton** from Office of Human Resource and to your designated HR Shared Service Center Representative via **email** for review. Please complete this form in its entirety and submit with all other required documents and approvals; forms are available at <http://intranet.epa.gov/ohr/programs/reorg/start.htm>. If you have any questions regarding completion of this form, please see page 2 for Troy and Rachel's contact information. To expedite this process, save all forms with the year and office name in the title. **Example Title:** Reorg Proposal. OARM. HR. 2017.

A. CONCISE STATEMENT OF CHANGE

1. Provide an executive summary that succinctly explains the proposed change(s) (one paragraph or less).

On April 17, 2017, Acting Deputy Administrator Mike Flynn issued a memorandum regarding OMB's comprehensive plan for reforming the federal government and reducing the workforce. The OMB guidance also required all agencies to begin taking immediate actions on near-term workforce reductions. In response to the OMB guidance, EPA Region 10 began to take steps to initiate a Voluntary Early Retirement Authority (VERA/Early-Out) and Voluntary Separation Incentive Payments (VSIP/Buy-Out) program with a completion of September 30, 2017. As part of Region 10's 2017 VERA/VSIP program, the Office of Environmental Cleanup (ECL) proposed restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. In conjunction with implementing the VERA/VSIP restructuring, ECL took this opportunity to consider other structural changes to realize efficiencies and better align certain functional areas. This resulted in disbanding two organizational units that previously reported directly to the ECL Office Director and realigning those staff into two new organization units that report to Program Managers within ECL.

2. Describe the title(s) of the unit(s) affected.

The Hanford Project Office will be disbanded. Eight Remedial Project Managers, and the first line supervisor, will be realigned into a new organizational unit, Site Cleanup Unit 4, in the Remedial Cleanup Program.

The Assessment and Brownfields Unit will be disbanded. Three Site Assessment Managers will be realigned into the existing Spill Prevention and Removal Unit in the Emergency Management Program. Four Brownfields Project Managers and the first line supervisor will be realigned into a new organizational unit, the Land Revitalization Unit, in the Emergency Management Program. Three staff, two Contract Project Officers and a Grants Coordinator, will be realigned from the Emergency Management Program's Immediate Office to the new Land Revitalization Unit to further align similar program functions.

3. Explain the change purpose (e.g., whether the change is due to a new legislative authority, new program authority or shifts in program emphasis).

The proposed changes within the Region 10 Office of Environmental Cleanup respond to implementing 2017 VERA/VSIP commitments with respect to reducing the number of highly-graded positions, as well as, reflect an improved alignment of programmatic functions.

4. Discuss the progress to date based on communications with level approvers and discussions with stakeholders, unions, SSCs, etc.

Informal reorganization consultation with the Headquarters OARM Human Resources Specialist/Advisor occurred at the end of August and beginning of September 2017. The objective of these informal consultations was to determine the level of the reorganization and the required documentation.

The ECL Director conferred with the Region 10 Deputy Regional Administrator and Assistant Regional Administrator to initiate the reorganization process in August 2017. The ECL Director then met with the ECL management team to review goals, objectives and desired outcomes and to solicit input on reorganization options. In October 2017, the ECL Director conducted three separate sessions with ECL staff to present options and to provide an opportunity for input. Staff could provide input in person, either at the all-staff meetings or one-on-one, or in writing, either via email or anonymously. Reorganization options were posted on the ECL SharePoint site. The Union was invited to participate in these meetings. Between December 2017 and January 2018, the ECL Director met with staff who would be directly affected by the reorganization on multiple occasions to provide updates on the options being considered, seek comment and to keep them apprised of progress. The ECL Director also would provide updates to staff at monthly all-staff meetings. Proposals were modified in response to comments received. The Union was kept apprised of these developments. The ECL Director met with staff and the Union to communicate the decisions, and the basis for those decisions, followed by sending out an all-staff message on March 12, 2018 summarizing the decisions and the timeline for implementation of the reorganization. Region 10 submitted a draft of the reorganization proposal to the Headquarters OARM Human Resources Specialist/Advisor and the Cincinnati Shared Service Center in April 2018 for review. HQ and CSSC identified a few minor inconsistencies and requested clarification on a few items in the proposal. Region 10 made the corrections. The HRO and ECL Deputy Director met with the Union in June 2018 to share a copy of the reorganization package and provide the Union an opportunity to review and comment. The Union reviewed the package and advised that they do not have any comments.

5. Describe the benefits of this change(s) to the agency (e.g., increased accountability, enhanced communication and coordination, improved efficiency).

Benefits to ECL and the Agency include improved alignment and consolidation of similar programmatic functions, increased efficiencies by consolidating functions, resulting in enhanced communication and coordination.

Consistent with its VERA/VSIP proposal, ECL is restructuring one highly-graded supervisory position, a GS-15 Hanford Project Office Program Manager position, to a GS-14 Supervisory Unit Manager position. The Hanford Project Office is comprised of Remedial Project Managers

(RPMs) responsible for all phases of site cleanups, from initial investigation to final remediation, oversight of long-term monitoring and Five-Year Reviews for the Superfund program. Historically, the primary focus of the Hanford Project Office was on the cleanup of federal facilities, however the work of this Office has evolved over time to include private Superfund sites as well. Realigning the RPMs from the Hanford Project Office into a newly formed Site Cleanup Unit 4 in the Remedial Cleanup Program will consolidate RPM functions into a single Program within ECL and result in improved communications, increased efficiencies, and additional flexibilities for assignment of work.

The newly established Land Revitalization Unit in the Emergency Management Program will consolidate the Brownfields Project Managers, Grants Coordinator and Contract Project Officers into a single unit in the Emergency Management Program to better align these functions.

The realignment of the Site Assessment Managers into the Spill Prevention and Removal Unit in the Emergency Management Program will consolidate Integrated Removal Assessment functions into a single unit. This realignment will result in enhanced communication and coordination between the Site Assessment Managers and On-Scene Coordinators who conduct integrated removal assessments.

6. Is there an impact between AA/RA offices, between offices within an AA office or between Regional divisions?

No, all proposed realignments are within the Region 10 Office of Environmental Cleanup.

B. ANALYSIS OF IMPACT ON PERSONNEL

1. Will there be an impact on the supervisor-to-staff ratio at the AAship/RAship level? (Contact your HRO/PMO for the current ratio). ☒ No ☐ Yes

The current Region 10 supervisor-to-staff ratio is 1 to 6.7. The current ECL supervisor-to-staff ratio is also 1 to 6.7. ECL's proposed reorganization will result in no change to the supervisor-to-staff ratios in ECL or Region 10.

2. Will this proposed reorganization: (a) Eliminate positions; (b) Cause a reduction in force; (c) Change how positions are graded; (d) Add new functional units; or (e) Support a VERA/VSIP? ☐ No ☒ Yes

The proposed ECL reorganization reflects a 2017 VERA/VSIP commitment to replace one highly-graded supervisory position with a lower-graded position. The GS-15 Hanford Project Office Program Manager position was replaced with a GS-14 Supervisory Unit Manager position.

Two functional units are being disbanded and two new units are being created. The disbanded functional units are the Hanford Project Office and the Assessment and Brownfields Unit. The newly created units are Site Cleanup Unit 4 in the Remedial Cleanup Program and the Land Revitalization Unit in the Emergency Response Program.

There is no reduction in force or impacts to the budget structure.

3. Will there be an impact on the diversity of the organization? ☒ No ☐ Yes
If yes, please explain.

C. ADMINISTRATIVE ISSUES (Failure to address all administrative issues may result in a delay in the implementation of the reorganization.)

1. Will there be any physical moves of staff? ☐ No ☒ Yes

Unrelated to the proposed reorganization in ECL, Region 10 is currently in the process of a space consolidation effort to reduce our footprint in the Seattle Regional Office. ECL will use this opportunity to move staff affected by the reorganization so they can be co-located with others in their new functional units and Programs. Staff moves associated with the space consolidation effort are anticipated to be completed by August 2018 and will proceed whether or not the proposed ECL reorganization is implemented.

2. Will new space be required? ☒ No ☐ Yes
If so, have all technical (computer, telecommunications, etc.) needs been assessed?

3. Will the reorganization require new information systems/technologies, or significant changes to existing ones, and (if so) has it been acquired? ☒ No ☐ Yes
If yes, please explain.

4. Will there be any budgetary impacts? If yes, please explain in detail. ☒ No ☐ Yes

D. EPA DIRECTIVES

1. Will any Delegations of Authority, Orders or Manuals be affected? ☒ No ☐ Yes
If yes, please explain and attach the directive affected.


E. ATTACHMENTS (Use the forms provided)

1. Staffing Plan Crosswalk (Use Staffing Plan Template). Contact your servicing HR SSC for information (Do not include social security numbers).
2. Current Organizational Chart.
3. Proposed Organizational Chart (Must include all organization levels).
4. Current Functional Statement.
5. Proposed Functional Statement (Must include all reporting levels).

Assistant Administrator/Regional Administrator Approval

Name: Chris Hladick

Title: Regional Administrator

Signature: 

Date: 7/16/18

Human Resources Office/Program Management Office Reviewed

Name: Peter Sullivan

Title: Human Capital Officer

Signature: 

Date: 6/29/2018

Human Resources Shared Service Center Approval (Certifies Receipt of this Package)

Name: Gregory Richmond

Title: Lead Human Resources Specialist,
Cincinnati Shared Service Center

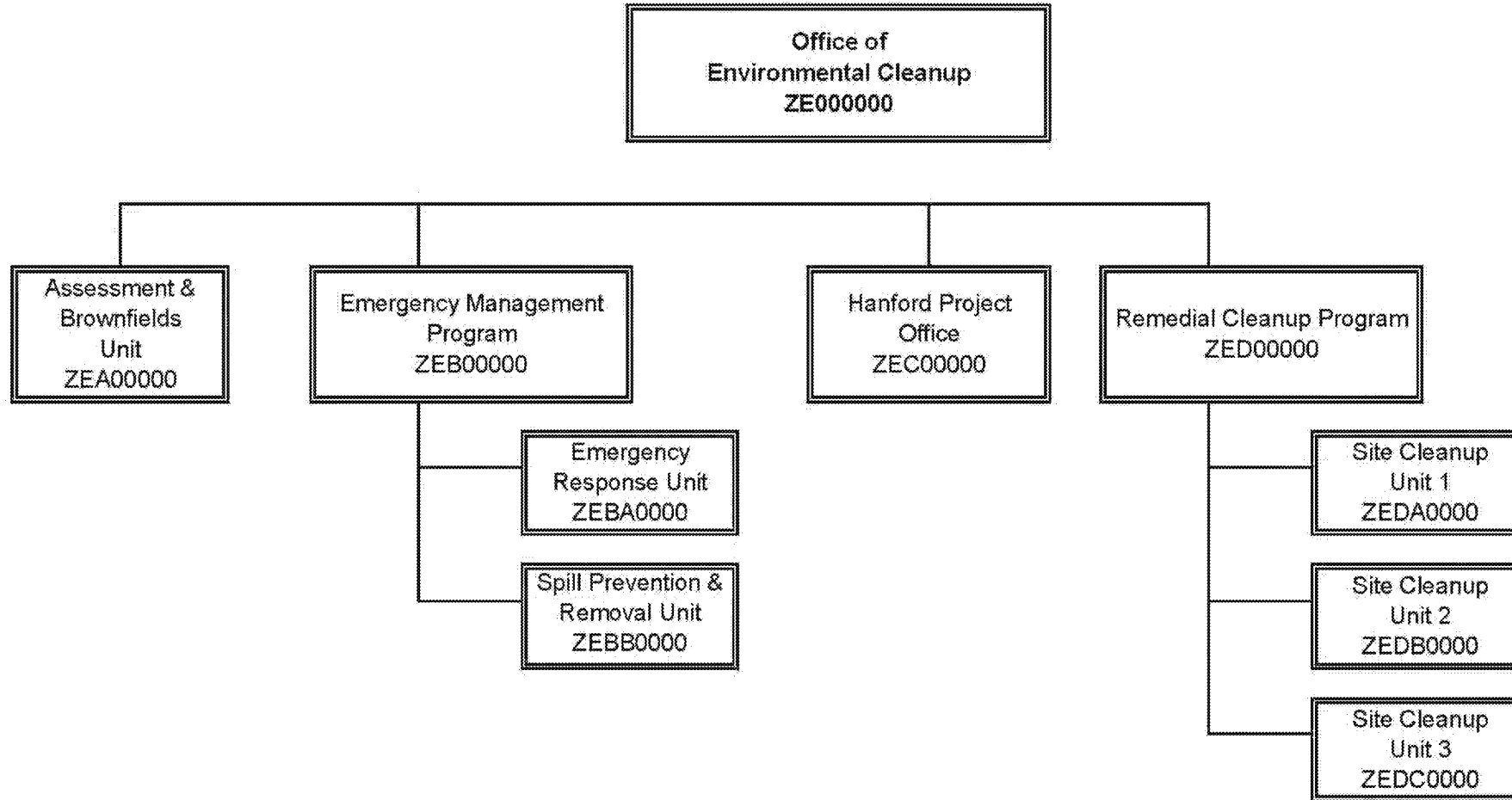
Signature: 

Date: 7/18/18

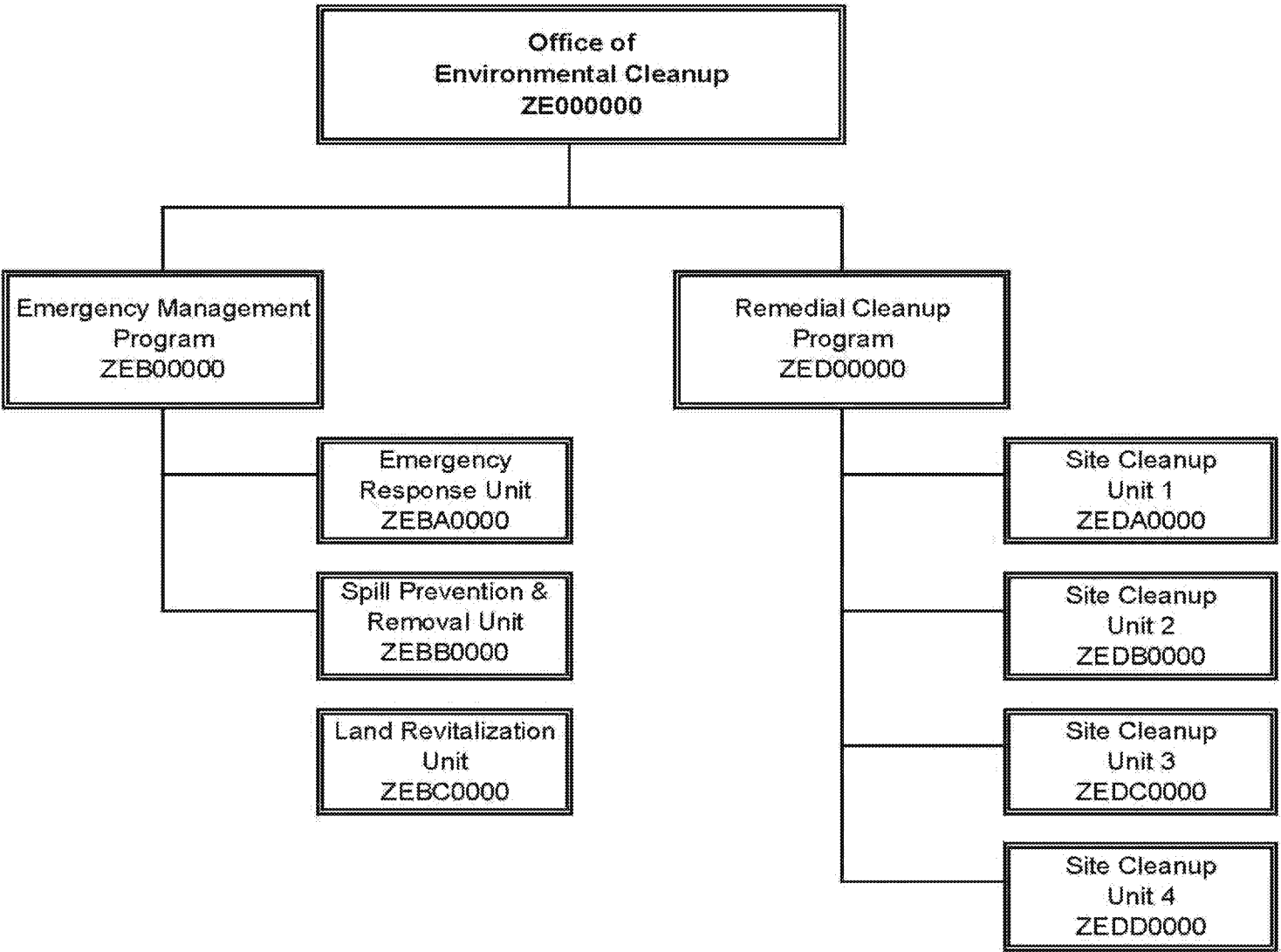
Contact Information:

Troy Boxton and Rachel Stanton
Office of Administration and Resources Management
Office of Human Resources
Policy, Planning and Training Division
Workforce Planning Branch
1200 Pennsylvania Avenue, N.W.
Room 1419 WJC East MC-3600A
Washington, D.C. 20460
Office: (202) 564-7419
boxton.troy@epa.gov
Stanton.rachel@epa.gov

**Current Organization Chart
Region 10 Office of Environmental Cleanup**



**Proposed Organization Chart
Region 10 Office of Environmental Cleanup**





CURRENT FUNCTIONAL STATEMENT

DIVISION: N/A

OFFICE: Office of Environmental Cleanup

HEADQUARTERS OR REGIONAL OFFICE: Region 10

ORGANIZATION HEAD: Director

REPORTS TO: Regional Administrator

FUNCTIONS: The Office of Environmental Cleanup (ECL) is responsible for Superfund and Oil Spill cleanup, enforcement work, homeland security, and Brownfields program implementation. Emergency and long-term cleanup work is conducted directly by EPA, shared with the State or directed through enforcement agreements. The work in the office includes site evaluation, site cleanup, emergency response, oil spill prevention, emergency preparedness and planning and the Brownfields program. The Immediate Office also provides regional and national program and policy management, assistance with site management, administrative management, budget management (FTEs, internal and external dollars), simplified acquisitions, assistance and coordination with grants, cooperative agreements and interagency agreements, cost recovery, FOIA request responses and human resources support to ECL managers.

UNIT: Assessment and Brownfields

ORGANIZATION HEAD: Supervisor, Assessment and Brownfields Unit

REPORTS TO: Director, ECL

FUNCTIONS: The Assessment and Brownfields Unit reports directly to the Office Director and is responsible for both CERCLA site assessment and Brownfields program activities.

Site Assessment program staff are responsible for identifying and investigating contaminated sites to determine whether they qualify for the National Priorities List (NPL) and, therefore, qualify for cleanup funding using Superfund. In addition to site-specific investigation, the Site Assessment Managers are involved in regional and national policy review, development and strategic planning.

Brownfields program staff are responsible for implementing the Brownfields Law of 2002. This includes managing cooperative agreements for the Assessment, Cleanup, and redevelopment of Brownfields as well as Job-Training, Revolving Loan Fund, and Response Program cooperative agreements. Brownfields Project Managers ensure that cooperative agreement dollars are expended in an appropriate and legal manner to further the goals of the Brownfields Program.

Inherent in this work is reviewing site applicability and tracking reported measures. As well, considerable effort is made providing assistance and outreach to enhance the effectiveness of Brownfields resources. Brownfields Project Managers are involved in regional and national policy review and development. This unit also supports the Region's land reuse and revitalization efforts.



CURRENT FUNCTIONAL STATEMENT

UNIT: Emergency Management Program

ORGANIZATION HEAD: Program Manager, Emergency Management Program

REPORTS TO: Director, ECL

FUNCTIONS: The Emergency Management Program is responsible for the following preparedness, prevention and response programs: Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and Oil Pollution Act (OPA) emergency response under the National Contingency Plan, CERCLA Removals, Stafford Act response under the National Response Framework, Homeland Security Preparedness, Spill Prevention Control and Countermeasures (SPCC) under Clean Water Act (CWA), Facility Response Plan (FRP) under OPA, and Government Initiated Unannounced Exercise Program under OPA. The response staff, budget analyst, contract project officers and the planning and prevention staff all coordinate closely to increase awareness, identify vulnerabilities, minimize spills and releases of oil and hazardous substances and prepare for fast and effective response action when spills or releases do occur.

The Program Manager reports directly to the Office Director and oversees budget, contracts and administrative management for the program.

The Emergency Management Program comprises two units: The Emergency Response Unit and the Spill Prevention and Removal Unit.

Emergency Response Unit

Staff responsibilities include: preparing for and responding to "all hazard" emergency incidents throughout Region 10 and throughout the nation as needed. When not preparing for or responding to emergencies, staff are responsible for conducting time-critical Removal Actions at hazardous waste sites. The staff, primarily On-Scene Coordinators (OSCs), are assigned to specific geographic areas for response planning, capacity and partnership building with local, state and federal partners to enhance preparedness and readiness for incident response. The Unit Manager oversees the emergency response program, planning and preparedness, and homeland security related programs.

Spill Prevention and Removal Unit

Staff responsibilities include: preparing for and responding to "all hazard" emergency incidents throughout Region 10, and throughout the nation as needed. When not preparing for or responding to emergencies, staff are responsible for conducting time-critical and Removal Actions at hazardous waste sites. The staff, primarily OSCs, are assigned to specific geographic areas for response planning, capacity and partnership building with local, state and federal partners to enhance preparedness and readiness for incident response. The Unit Manager oversees the oil spill inspection and contingency planning and removal programs.



CURRENT FUNCTIONAL STATEMENT

UNIT: Hanford Project Office

ORGANIZATION HEAD: Program Manager, Hanford

REPORTS TO: Director, ECL

FUNCTIONS: The Hanford Project Office is responsible for managing site cleanups from initial investigation to final remediation, oversight of long-term monitoring and Five Year Reviews for the Superfund program. The primary focus of the office is on the cleanup of Federal Facilities in the Region including Hanford. The program provides strategic, budget and site planning, information and process management, contract management and management of site-specific special accounts to ensure appropriate Superfund activities are implemented, addresses programmatic policy issues, ensures consistency across sites and that project deadlines are met. A significant portion of this work includes conducting enforcement and compliance activities for CERCLA investigations and cleanups, contracting for execution or oversight of the site cleanups, and performing technical and policy assessments for assigned projects and sites.

The program staff are Remedial Project Managers (RPMs) which report to the Hanford Program Manager. The RPMS are responsible for site, technical, legal and resource management including contract management and overseeing contractor technical support and effectively coordinating and communicating with affected communities, stakeholders and state/federal agency partners as well as with other EPA programs in our cleanup efforts.

UNIT: Remedial Cleanup Program

ORGANIZATION HEAD: Program Manager, Remedial Cleanup Program

REPORTS TO: Director, ECL

FUNCTIONS: The Remedial Cleanup Program is responsible for managing site cleanups from initial investigation to final remediation, oversight of long-term monitoring and Five Year Reviews for the Superfund program. The program provides strategic, budget and site planning; information and process management; contract management and management of site-specific special accounts to ensure ;appropriate Superfund activities are implemented; addresses programmatic policy issues; ensures consistency across sites and that project milestones are met. A significant portion of this work includes conducting enforcement and compliance activities for CERCLA investigations and cleanups, contracting for execution or oversight of the site cleanups, and performing technical and policy assessments for assigned projects and sites.

One senior policy advisor reports to the Program Manager who supports regional and national policy development and consistent implementation. Two remedial contract project officers and an information and budget coordinator also report directly to the Program Manager.

Site Cleanup Units #1, # 2 and #3

The Program comprises Site Cleanup Units #1, # 2 and #3 (SCU1, SCU2 and SCU3) all of which have similar functions and house the Remedial Project Managers (RPMs). Under the



CURRENT FUNCTIONAL STATEMENT

supervision of unit managers, the RPMS are responsible for site, technical, legal and resource management including contract management and overseeing contractor technical support and effectively coordinating and communicating with potentially responsible parties, affected communities, stakeholders and state/federal agency partners as well as with other EPA programs in our cleanup efforts.



PROPOSED FUNCTIONAL STATEMENT

DIVISION: N/A

OFFICE: Office of Environmental Cleanup

HEADQUARTERS OR REGIONAL OFFICE: Region 10

ORGANIZATION HEAD: Director

REPORTS TO: Regional Administrator

FUNCTIONS: The Office of Environmental Cleanup (ECL) is responsible for investigating contaminated properties; cleaning up contaminated land, sediment, and water for appropriate uses; emergency response; emergency planning and spill prevention; Homeland Security and counter terrorism preparedness; and the Brownfields program. Emergency response and long-term cleanup work is conducted directly by EPA, shared with the State or directed through enforcement agreements. The Immediate Office also provides regional and national program and policy management, assistance with site management, administrative management, budget management (FTEs, internal and external dollars), cost recovery, response to Freedom of Information Act requests and human resources support to ECL managers and staff.

UNIT: Emergency Management Program

ORGANIZATION HEAD: Program Manager, Emergency Management Program

REPORTS TO: Director, ECL

FUNCTIONS: The Emergency Management Program is responsible for the following preparedness, prevention and response programs: Comprehensive Environmental Response Compensation and Liability Act (CERCLA) and Oil Pollution Act (OPA) emergency response under the National Contingency Plan, CERCLA Removals, Stafford Act response under the National Response Framework, Homeland Security Preparedness, Spill Prevention Control and Countermeasures (SPCC) under Clean Water Act (CWA), Facility Response Plan (FRP) under OPA, and Government Initiated Unannounced Exercise Program under OPA. The response staff, budget analyst, and the planning and prevention staff all coordinate closely to increase awareness, identify vulnerabilities, minimize spills and releases of oil and hazardous substances and prepare for fast and effective response action when spills or releases do occur.

The Program Manager reports directly to the Office Director and oversees budget and administrative management for the program.

The Emergency Management Program comprises three units: The Emergency Response Unit, the Spill Prevention and Removal Unit and the Land Revitalization Unit.

Emergency Response Unit

Staff responsibilities include: preparing for and responding to "all hazard" emergency incidents



PROPOSED FUNCTIONAL STATEMENT

throughout Region 10 and throughout the nation as needed. When not preparing for or responding to emergencies, staff are responsible for conducting time-critical Removal Actions at hazardous waste sites. The staff, primarily On-Scene Coordinators (OSCs), are assigned to specific geographic areas for response planning, capacity and partnership building with local, state and federal partners to enhance preparedness and readiness for incident response. The Unit Manager oversees the emergency response program, planning and preparedness, and homeland security related programs.

Spill Prevention and Removal Unit

Staff responsibilities include: preparing for and responding to "all hazard" emergency incidents throughout Region 10, and throughout the nation as needed. When not preparing for or responding to emergencies, staff are responsible for conducting time-critical and Removal Actions at hazardous waste sites. The staff, primarily OSCs, are assigned to specific geographic areas for response planning, capacity and partnership building with local, state and federal partners to enhance preparedness and readiness for incident response. The Unit Manager oversees the oil spill inspection and contingency planning and removal programs.

Site Assessment program staff are responsible for identifying and investigating contaminated sites to determine whether they qualify for the National Priorities List (NPL) and, therefore, qualify for cleanup funding using Superfund. In addition to site-specific investigation, the Site Assessment Managers also oversee Response Program cooperative agreements, and are involved in regional and national policy review, development and strategic planning.

Land Revitalization Unit

Brownfields program staff are responsible for implementing the Brownfields Law of 2002 and support the Region's land reuse and revitalization efforts. This includes managing cooperative agreements for the assessment, cleanup, and redevelopment of Brownfields sites, Job-Training, and Revolving Loan Fund. Brownfields Project Managers ensure that cooperative agreement dollars are expended in an appropriate and legal manner to further the goals of the Brownfields Program. Inherent in this work is reviewing site applicability and reported measures, as well as providing assistance and outreach to enhance the effectiveness of Brownfields resources. The Land Revitalization Unit also includes two contract project officers and on grants coordinator who provide assistance with contracts, simplified acquisitions, grants, cooperative agreements and interagency agreements.

UNIT: Remedial Cleanup Program

ORGANIZATION HEAD: Program Manager, Remedial Cleanup Program

REPORTS TO: Director, ECL

FUNCTIONS: The Remedial Cleanup Program is responsible for managing site cleanups, including at Federal Facilities, from initial investigation to final remediation, oversight of long-term monitoring



PROPOSED FUNCTIONAL STATEMENT

and Five Year Reviews for the Superfund program. The program provides strategic, budget and site planning; information and process management; contract management and management of site-specific special accounts to ensure appropriate Superfund activities are implemented; addresses programmatic policy issues; ensures consistency across sites and that project milestones are met. A significant portion of this work includes conducting enforcement and compliance activities for CERCLA investigations and cleanups, contracting for execution or oversight of the site cleanups, and performing technical and policy assessments for assigned projects and sites.

One senior policy advisor reports to the Program Manager who supports regional and national policy development and consistent implementation. Two remedial contract project officers and an information and budget coordinator also report directly to the Program Manager.

Site Cleanup Units #1, # 2, #3 and #4

The Program comprises Site Cleanup Units #1, # 2, #3 and #4 (SCU1, SCU2, SCU3 and SCU4) all of which have similar functions and house the Remedial Project Managers (RPMs). Under the supervision of Unit Managers, the RPMS are responsible for site, technical, legal and resource management including contract management and overseeing contractor technical support and effectively coordinating and communicating with potentially responsible parties, including Federal Facilities, affected communities, stakeholders and state/federal agency partners as well as with other EPA programs in our cleanup efforts.

Region 10 Office of Environmental Cleanup - Current Staffing Plan

NAME (Last, First, Middle Initial)	POSITION TITLE	SERIES-GRADE		
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OFFICE OF ENVIRONMENTAL CLEANUP		ZE000000		
BILBREY, SHERYL L.	DIR, OFFICE OF ENVIRONMENTAL CLEANUP	ES	0340	00
SHEILA FLEMING	SUPV PROGRAM SPECIALIST	GS	0301	15
MYERS, CASEY	ADMINISTRATIVE SPECIALIST	GS	0301	07/ FPL 09
AKIYAMA, GAIL D	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12
HARDIN, KAREN L.	ENVIRONMENTAL PROTECTION ASSISTANT	GS	0029	07
ERIKSON, LINDA M.	MANAGEMENT ANALYST	GS	0343	12

ASSESSMENT & BROWNFIELDS UNIT		ZEA00000		
VACANT	SUPV ENVIRONMENTAL PROTECTION SPC	GS	0028	14
BURGESS, DEBORAH D.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
MARCY, KENNETH L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
MORALES, SUSAN M.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
GOOLIE, MARY K.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
PERKINS, BRANDON N.S.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12
GRIFFITH, TERRI A.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13

EMERGENCY MANAGEMENT PROGRAM		ZEB00000		
TERADA, CALVIN J.	SUPV PHYSICAL SCIENTIST	GS	1301	15
JOHNSON, JENNIFER S.	BUDGET ANALYST	GS	0560	13
JAMISON, MYRNA L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
SMITH, SHARON P.	SECRETARY (OA)	GS	0318	08
SMITH, LIZ E.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12
SOLIS, RICARDO	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12

EMERGENCY RESPONSE UNIT		ZEB00000		
SHELDRAKE, BETH	SUPV ENVIRONMENTAL ENGR	GS	0819	14
REES, DAVID S.	ENVIRONMENTAL SCIENTIST	GS	1301	14
CARR, MATTHEW O.	BIOLOGIST	GS	0401	13
WHITTIER, ROBERT S.	ENVIRONMENTAL SCIENTIST	GS	1301	13
VILLA, ANGELICA	ENVIRONMENTAL ENGINEER	GS	0819	13
RODIN, JEFFRY A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
BOYKIN, MICHAEL T.	ENVIRONMENTAL SCIENTIST	GS	1301	13
KNOWLES, NICHOLAS K.	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13
BECKER, DALE C.	PHYSICAL SCIENTIST	GS	1301	13
MAGORRIAN, MATTHEW J.	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13
VACANT	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13

Region 10 Office of Environmental Cleanup - Current Staffing Plan

NAME (Last, First, Middle Initial)	POSITION TITLE	SERIES-GRADE		
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SPILL PREVENTION & REMOVAL UNIT		ZEBB0000		
MOON, WALBERT	SUPV ENVIRONMENTAL PROTECTION SPEC	GS	0028	14
BALL, STEPHEN M.	ENVIRONMENTAL SCIENTIST	GS	1301	13
FRANKLIN, RICHARD R.	ENVIRONMENTAL SCIENTIST	GS	1301	13
NATTIS, RANDY B.	LIFE SCIENTIST	GS	0401	13
PARKER, MARY K.	ENVIRONMENTAL SCIENTIST	GS	1301	13
SIBLEY, MICHAEL I	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
FOWLOW, JEFFREY A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
STANFIELD, BROOKS J.	LIFE SCIENTIST	GS	0401	13
VADERBOOM, ERIC J.	PHYSICAL SCIENTIST	GS	1301	13

HANFORD PROJECT OFFICE		ZEC00000		
EINAN, DAVID R.	SUPV ENVIRONMENTAL ENGINEER	GS	0819	14
CRAIG, HARRY D.	ENVIRONMENTAL ENGINEER	GS	0819	14
BUELOW, LAURA C.	ENVIRONMENTAL SCIENTIST	GS	1301	13
CERISE, KATHRYN S.	PHYSICAL SCIENTIST	GS	1301	13
CAMERON, CRAIG E.	ENVIRONMENTAL SCIENTIST	GS	1301	13
PONGKHAM SING, CHAN	LIFE SCIENTIST	GS	0401	13
LOBOS, RODRIGO A	ENVIRONMENTAL ENGINEER	GS	0819	13
BOTT, DUSTAN	LIFE SCIENTIST	GS	0401	13
HALSTEAD, SANDRA J.	BIOLOGIST	GS	0401	13
TONEL, MONICA R.	ENVIRONMENTAL ENGINEER	GS	0819	13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	0401/ 1301/ 0819	13

REMEDIAL CLEANUP PROGRAM		ZED00000		
GRANDINETTI, CARMELA L.	SUPV ENVIRONMENTAL PROTECTION SPEC	GS	0028	15
HILTNER, ALLISON L.	PHYSICAL SCIENTIST	GS	1301	14
KERSHNER, LYNNE F.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
PENDLETON, ELIZABETHMAE	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
MOORE, JOANNE M.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13

SITE CLEANUP UNIT 1		ZEDA0000		
PHILIP, JEFFREY M.	SUPV LIFE SCIENTIST	GS	0401	14
MOREEN, EDWARD W.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
JENNINGS, JEREMY D.	ENVIRONMENTAL SCIENTIST	GS	1301	13
MCCAULEY, ANNE L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
BOTTCHER, HELEN H	BIOLOGIST	GS	0401	13
GROMPE, ASHLEY A.	ENVIRONMENTAL ENGINEER	GS	0819	12/ FPL 13
PRESTBO, KIMBERLY M.	ENVIRONMENTAL SCIENTIST	GS	1301	13
WILLIAMS, JONATHAN D.	ENVIRONMENTAL SCIENTIST	GS	1301	13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	0401/ 1301/ 0819	13

Region 10 Office of Environmental Cleanup - Current Staffing Plan

NAME (Last, First, Middle Initial)	POSITION TITLE	SERIES-GRADE		
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SITE CLEANUP UNIT 2		ZEDB0000		
ZHEN, DAVIS	SUPV ENVIRONMENTAL ENGINEER	GS	0819	14
DEMARIA, EVA C.	LIFE SCIENTIST	GS	0401	13
ARTHUR, BONNIE A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
MEYER, LINDA A.	ENVIRONMENTAL ENGINEER	GS	0819	13
CORA, CHRISTOPHER R.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
TOMTEN, DAVID C.	PHYSICAL SCIENTIST	GS	1301	13
WILKENING, RICHARD M.	ENVIRONMENTAL SCIENTIST	GS	1301	13
SHELDRAKE, SEAN A.	ENVIRONMENTAL ENGINEER	GS	0819	13
CHU, REBECCA A.	PHYSICAL SCIENTIST	GS	1301	13
CLARK, JOCELYN G.	ENVIRONMENTAL ENGINEER	GS	0819	13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	0401/ 1301/ 0819	13

SITE CLEANUP UNIT 3		ZEDC0000		
BLOCKER, SHAWN D.	SUPV PHYSICAL SCIENTIST	GS	1301	14
PETERSON, PIPER L.	LIFE SCIENTIST	GS	0401	13
HONG, CLAIRE L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
SANGA, RAVI N.	ENVIRONMENTAL SCIENTIST	GS	1301	13
WALLACE, ERNEST J.	ENVIRONMENTAL ENGINEER	GS	0819	13
HALE, ELLEN D.	ENVIRONMENTAL ENGINEER	GS	0819	13
LANGTON, TAMARA J.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
CHRISTOPHER, ANNE E.	PHYSICAL SCIENTIST	GS	1301	13
KOCH, KRISTINE M.	ENVIRONMENTAL ENGINEER	GS	0819	13
TAN, ROBERT S.	LIFE SCIENTIST	GS	0401	12/ FPL 13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	0401/ 1301/ 0819	13

Region 10 Office of Environmental Cleanup – Proposed Staffing

NAME (Last, First, Middle Initial)	POSITION TITLE	SERIES-GRADE		
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OFFICE OF ENVIRONMENTAL CLEANUP		ZE000000		
BILBREY, SHERYL L.	DIR, OFFICE OF ENVIRONMENTAL CLEANUP	ES	0340	00
FLEMING, SHEILA	SUPV ENV ENGINEER, DEPUTY DIRECTOR	GS	0819	15
MYERS, CASEY	ADMINISTRATIVE SPECIALIST	GS	0301	07/ FPL 09
AKIYAMA, GAIL D.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12
ERIKSON, LINDA	MANAGEMENT ANALYST	GS	0343	12
HARDIN, KAREN L.	ENVIRONMENTAL PROTECTION ASSISTANT	GS	0029	07

EMERGENCY MANAGEMENT PROGRAM		ZEB00000		
TERADA, CALVIN J.	SUPV SUPVY PHYSICAL SCIENTIST	GS	1301	15
JOHNSON, JENNIFER S.	BUDGET ANALYST	GS	0560	13
SMITH, SHARON P.	SECRETARY (OA)	GS	0318	08

EMERGENCY RESPONSE UNIT		ZEBA0000		
SHELDRAKE, BETH	SUPV ENVIRONMENTAL ENGINEER	GS	0819	14
REES, DAVID S.	ENVIRONMENTAL SCIENTIST	GS	1301	14
CARR, MATTHEW O.	BIOLOGIST	GS	0401	13
WHITTIER, ROBERT S.	ENVIRONMENTAL SCIENTIST	GS	1301	13
VILLA, ANGELICA	ENVIRONMENTAL ENGINEER	GS	0819	13
RODIN, JEFFRY A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
BOYKIN, MICHAEL T.	ENVIRONMENTAL SCIENTIST	GS	1301	13
KNOWLES, NICHOLAS K.	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13
BECKER, DALE C.	PHYSICAL SCIENTIST	GS	1301	13
MAGORRIAN, MATTHEW J.	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13
VACANT	EMERGENCY MANAGEMENT SPECIALIST	GS	0089	13

EMERGENCY PREPAREDNESS & PREVENTION UNIT		ZEBB0000		
MOON, WALBERT	SUPV ENVIRONMENTAL PROTECTION SPEC	GS	0028	14
BALL, STEPHEN M.	PHYSICAL SCIENTIST	GS	1301	13
FRANKLIN, RICHARD R.	ENVIRONMENTAL SCIENTIST	GS	1301	13
NATTIS, RANDY B.	LIFE SCIENTIST	GS	0401	13
PARKER, MARY K.	ENVIRONMENTAL SCIENTIST	GS	1301	13
SIBLEY, MICHAEL I	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
FOWLOW, JEFFREY A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
STANFIELD, BROOKS J.	LIFE SCIENTIST	GS	0401	13
VADERBOOM, ERIC J.	PHYSICAL SCIENTIST	GS	1301	13
TONEL, MONICA R.	ENVIRONMENTAL ENGINEER	GS	0819	13
MARCY, KENNETH L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
PERKINS, BRANDON N.S.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12

Region 10 Office of Environmental Cleanup – Proposed Staffing

NAME (Last, First, Middle Initial)	POSITION TITLE	SERIES-GRADE		
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LAND REVITALIZATION UNIT		ZEB0000		
VACANT	SUPV ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	14
BURGESS, DEBORAH D.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
MORALES, SUSAN M.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
GOOLIE, MARY K.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
GRIFFITH, TERRI A.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
JAMISON, MYRNA L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
SOLIS, RICARDO	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12
SMITH, LIZ E.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	12

REMEDIAL CLEANUP PROGRAM		ZED00000		
GRANDINETTI, CARMELA L.	SUPV ENV ENGINEER	GS	0819	15
HILTNER, ALLISON L.	PHYSICAL SCIENTIST	GS	1301	14
KERSHNER, LYNNE F.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
PENDLETON, ELIZABETHMAE	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
MOORE, JOANNE M.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13

SITE CLEANUP UNIT 1		ZEDA0000		
PHILIP, JEFFREY	SUPV LIFE SCIENTIST	GS	0401	14
MOREEN, EDWARD W.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
JENNINGS, JEREMY D.	ENVIRONMENTAL SCIENTIST	GS	1301	13
MCCAULEY, ANNE L.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
BOTTCHER, HELEN H	BIOLOGIST	GS	0401	13
GROMPE, ASHLEY A.	ENVIRONMENTAL ENGINEER	GS	0819	12/ FPL 13
PRESTBO, KIMBERLY M.	ENVIRONMENTAL SCIENTIST	GS	1301	13
WILLIAMS, JONATHAN D.	ENVIRONMENTAL SCIENTIST	GS	1301	13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	401/1301/819	13

SITE CLEANUP UNIT 2		ZEDB0000		
ZHEN, DAVIS	SUPV ENVIRONMENTAL ENGINEER	GS	0819	14
DEMARIA, EVA C.	LIFE SCIENTIST	GS	0401	13
ARTHUR, BONNIE A.	ENVIRONMENTAL SCIENTIST	GS	1301	13
MEYER, LINDA A.	ENVIRONMENTAL ENGINEER	GS	0819	13
CORA, CHRISTOPHER R.	ENVIRONMENTAL PROTECTION SPECIALIST	GS	0028	13
TOMTEN, DAVID C.	PHYSICAL SCIENTIST	GS	1301	13
WILKENING, RICHARD M.	ENVIRONMENTAL SCIENTIST	GS	1301	13
SHELDRAKE, SEAN A.	ENVIRONMENTAL ENGINEER	GS	0819	13
CHU, REBECCA A.	PHYSICAL SCIENTIST	GS	1301	13
CLARKE, JOCELYN G.	ENVIRONMENTAL ENGINEER	GS	0819	13
VACANT	LIFE SCI/PHYS SCI/ENGINEER (RPM)	GS	401/1301/819	13